



MABAS DIVISIONS 4 & 5 SPECIALIZED RESPONSE TEAMS

Position: Administrative Coordinator

Organization: MABAS Divisions 4 & 5 Specialized Response Teams

Reports to: Chairman of the Joint Administrative Council

Work Location: Hainesville, Illinois

Hours: 40 hours per week

The Administrative Coordinator is an executive level administrative position responsible for the day to day operations of SRT.

Main Responsibilities:

- **Administration and Planning:** Manage the administration of the SRT and act as the administrative officer. Responsibilities include planning operational needs, maintaining records, administering the capital improvement plan and the Strategic Plan, preparing the annual budget, and procuring supplies and equipment.
- **Coordination and Support:** Assist with the coordination of training and emergency responses, and support various team members, leaders, and officers in their activities.
- **Communication and Reporting:** Maintain effective communication with SRT member agencies and promote understanding of SRT work to other public safety agencies and the public. Regularly attend and report at SRT and MABAS meetings. Prepare monthly and annual reports on the SRT status.
- **Strategic Involvement:** Provide administrative recommendations on agenda items, participate in planning meetings, and act as the Freedom of Information Officer.

Minimum Requirements:

- Valid Driver's License
- Bachelor's degree in public administration or a public safety related field (or equivalent experience)
- Five years' experience in an executive leadership or executive leadership support role.
- Prior experience in administrative roles, especially within public safety or emergency response teams, is highly valued.
- Excellent organizational, communication, and planning skills. Proficiency in administrative software and tools is essential.

- Must be available during normal office hours (08:00-17:00, Monday through Friday) and flexible to work outside these hours as required.

Compensation:

- Salary: Negotiable based on experience. Starting salary range \$80,000 to \$95,000.
- Benefits: Deferred compensation plan contributions, vacation and personal days, paid holidays, sick leave, vehicle allowance and mileage reimbursement plan.
- SRT does not offer health, dental, or vision benefits.

Please see the job description on the SRT website (www.srtillinois.org) for complete details of the essential duties, job functions, skills, abilities, and qualifications.

Application Process:

Interested candidates shall email their resume and cover letter with 3 professional references to:

Deputy Chief Steven Spraker
Chairman – MABAS Division 4 & 5 SRT
3610 W Elm St.
McHenry, IL 60050
(815) 385-0075
sprakersteven@fire.mtfd.org

Position open until filled. Any questions may be directed to Deputy Chief Spraker.

First review of applications on Wednesday, May 22nd at 9:00a.m.

Equal Opportunity Employer



MABAS DIVISIONS 4 & 5 SPECIALIZED RESPONSE TEAMS

Administrative Coordinator

Job Description

Supervised by: Chairman of the SRT Joint Administrative Council (JAC). Works closely with the JAC, operations chiefs, team leaders, and representatives of member agencies.

FLSA Status: Exempt (Salary)

Essential Duties and Job Functions:

An employee in this position may be called upon to successfully perform any or all of the following essential functions. These are examples and do not include all of the duties which the employee may be expected to perform.

In general, the Administrative Coordinator oversees, coordinates, and monitors the operations of all MABAS Divisions 4 & 5 SRT activities. Oversight, coordination and monitoring shall be provided in a timely and efficient manner.

1. Serves as the administrative officer of the MABAS Divisions 4 & 5 SRT under the direction of the JAC.
2. Supervises and directs the work of SRT's part-time Maintenance/Logistics Coordinator.
3. Develops long-range plans and management strategies in accordance with the JAC's directives and vision, needs of the communities served, and demographic trends.
4. Develops an agenda and complete meeting packet for all JAC meetings. Attends all JAC meetings. Performs research and recommends and implements policies and programs as set forth by the JAC.
5. Maintains effective working relationships between the member agencies of the SRT and their respective employees. Promotes understanding of the SRT's work to other allied public safety agencies and the general public. Attends meetings of various boards, authorities, associations, and commissions at the local and regional level as required. Communicates the SRT's interests and presents the SRT's official position on issues.

6. Responds to inquiries, investigates member agency concerns, and recommends remedial action related to SRT policies and services. Meets with partner agencies and community groups to address concerns and participates in civic activities as determined by the JAC.
7. Coordinates SRT operations and activities with other governmental units. Participates in the negotiations and administration of cooperation agreements, mutual aid compacts, or other contracts.
8. Oversees the development of an annual operating budget and a five-year capital improvement program. Administers fiscal policy and ensures the proper application of standard accounting and spending practices. Prepares necessary documents for the annual audit process. Keeps the JAC fully apprised of the SRT's financial condition and future needs.
9. Negotiates contracts and agreements on behalf of the SRT. Enforces the terms and conditions of all contracts to which the SRT is a party. Supervises all special projects.
10. Processes new member application forms, verifies team member credentials, and tracks and documents annual training requirements for all special teams.
11. Coordinates the monthly training for all special teams together with the team leaders.
12. Coordinates the annual maintenance and any needed repairs to SRT assets/vehicles/equipment.
13. Prepares grant proposals and applications. Consults with granting agencies in administration of grants. Completes requisite reporting and paperwork for awarded grants.
14. Serves as the organization's FOIA Officer together with the Secretary/Treasurer.
15. Meets on a regular basis with the leadership of each special team to report on team operations, the status of annual training, and ensure there is a succession plan in place.
16. Assists with the coordination of training and emergency responses for the SRT and appropriate activities by working with the various team leaders, individual department team members, and department officers.
17. Develops and updates all of the SRT's plans, reports, and standard operating guidelines (SOGs) including, but not limited to, an annual report, strategic plan, and administrative and special team SOGs.
18. Oversees the administration and implementation of the tasks and assignments outlined in the SRT's strategic plan.
19. Maintains and updates the SRT website.
20. Develops and/or maintains an electronic database of all SRT assets and inventories to ensure current inventories are up-to-date and complete.
21. Performs office manager responsibilities for SRT including, but not limited to, answering phone calls and emails, entering and coordinating payroll, ordering office equipment and supplies, performing banking and accounting work, managing the organization's 457 retirement program, coordinating insurance policies, and cleaning the office.

22. The employee must have reliable (personal) transportation to commute to the business office, trainings, meetings, incidents, and any other necessary locations.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Ability to maintain records and prepare comprehensive reports.
- Ability to effectively communicate and present ideas and concepts orally and in writing.
- A bachelor's degree in public administration or a public safety related field. (Or relevant experience)
- Five years of experience in an executive leadership or executive leadership support role.
- Thorough knowledge of the laws, ordinances and regulations pertaining to Illinois local government operations, management, budgeting and financial administration, and public information especially as it relates to both Illinois municipal fire departments and fire district entities.
- Considerable knowledge of the professional principles, practices, and procedures of public administration.
- Have a valid driver's license.
- Knowledge of public relations practices and marketing.
- Skills in compiling and evaluating complex data and formulating policy and service recommendations.
- Skill in responding to public inquiries and internal requests with a high degree of diplomacy and professionalism.
- Skill in managing diverse programs, services, and personnel.
- Ability to establish effective working relationships, use very good judgment, initiative and resourcefulness when dealing with citizens, elected officials, employees, other governmental agencies, and municipal professionals.
- Ability to work effectively under stress and changes in work priorities.
- Ability to attend meetings at times outside of normal business hours, travel to other locations, and potentially respond to emergencies on a 24-hour basis.
- Experience with and proficiency in various computer and cloud-based software programs including, but not limited to, Microsoft Office (Word, Excel, PowerPoint, Outlook), Adobe Acrobat Pro (including fillable form creation), WordPress, and QuickBooks.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in a business office setting. The noise level in the work environment is usually quiet but can become loud in field situations. The employee occasionally works in other areas of SRT's service area and may be exposed to adverse weather conditions, fumes, airborne particles, or other environmental situations.