

**ORDINANCE NO. 2019-05**

**AN ORDINANCE AMENDING THE RULES AND REGULATIONS  
OF ADDISON FIRE PROTECTION DISTRICT NO. 1**

**WHEREAS**, the Addison Fire Protection District No. 1 ("District") is a fire protection district duly organized under the laws of the State of Illinois; and

**WHEREAS**, the Board of Trustees of the District has the full power to pass all necessary ordinances, and rules and regulations for the proper management and conduct of the business of the Board of Trustees of the District for carrying into effect the objects for which the District was formed under 70 ILCS 705/6; and

**WHEREAS**, the Board of Trustees has determined that there is a need to amend its rules and regulations.

**NOW, THEREFORE, BE IT ORDAINED** by the Board of Trustees of Addison Fire Protection District No. 1 as follows:

Section One: That the Board of Trustees hereby amends the Rules and Regulations of the Board of Trustees of Addison Fire Protection District No. 1 by revising Chapters 3, Section 3.12 – Job Descriptions as set forth fully in Exhibit A attached hereto.

Section Two: This Ordinance shall supersede any ordinances, resolutions, or motions, or parts of ordinances, resolutions, or motions in conflict with any part herein, and any such ordinances, resolutions, motions, or parts thereof, are hereby repealed.

Section Three: If any section, paragraph, or provision of this Ordinance shall be held invalid or unenforceable for any reason, such invalidity or unenforceability shall not affect any of the remaining provisions of this Ordinance.

Section Four: That this Ordinance shall be in full force and effect from and after its passage and approval.

ADOPTED this 7<sup>th</sup> day of August, 2019, by a roll call vote as follows:

AYES: 2

NAYS: 0

ABSENT: 1



Michael J. Agor  
President, Board of Trustees  
Addison Fire Protection District No. 1

ATTEST:

Chelsa Agor  
Secretary, Board of Trustees  
Addison Fire Protection District No. 1

STATE OF ILLINOIS            )  
  )  
COUNTY OF DUPAGE            )        SS  
  )

**SECRETARY'S CERTIFICATE**

I, CHARLES BAXA, JR, the duly qualified and acting Secretary of the Board of Trustees of Addison Fire Protection District No. 1, DuPage County, Illinois, do hereby certify that attached hereto is a true and correct copy of an Ordinance entitled:

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OF ADDISON FIRE PROTECTION DISTRICT NO. 1**

which Ordinance was duly adopted by said Board of Trustees at a meeting held on the 7<sup>th</sup> day of August, 2019.

I do further certify that a quorum of said Board of Trustees was present at said meeting, and that the Board complied with all the requirements of the Illinois Open Meetings Act.

**IN WITNESS WHEREOF**, I have hereunto set my hand this 7<sup>th</sup> day of August, 2019.



  
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Secretary, Board of Trustees  
Addison Fire Protection District No. 1

CHAPTER THREE - JOB DESCRIPTIONS

**3.12 EXECUTIVE ADMINISTRATIVE ASSISTANT**

1. NATURE OF WORK

The Executive Administrative Assistant is directly responsible to the Administrative Deputy Chief. She/he assists in non-firefighting, business type operations of the District including, but not limited to, payroll and business-related administrative tasks.

2. ILLUSTRATIVE EXAMPLES OF DUTIES

- A. Assumes responsibility for payroll processing activities for the District.
- B. Assists in general accounting, bookkeeping & payable activities for the District.
- C. Assumes responsibility, whether direct or backup for maintaining district web site.
- D. Assists in the annual audit of the District performed by independent auditors.
- E. Assumes responsibility in maintaining all aspects of Human Resource Activities.
- F. Assumes the responsibility for the Annual Report.
- G. Assumes the responsibility for the District Databases.
- H. The Administrative Assistant is a designee for public records of the District. Requests for public records may be handled by him/her, in accordance with District policy and State of Illinois Freedom of Information Act.
- I. Assists whether direct or backup for EMS & fire billing.
- J. Prepares confidential documents. Work on special and annual projects; compile information and statistics, as requested.
- K. Assists in office equipment, maintenance and repairs. Calls for service and repairs of office equipment, as necessary.
- L. Maintains a District calendar, makes appointments and reservations as requested.
- M. Submits NFIRS reports to the National Fire Incident Reporting System.

- N. Attends Board of Trustee and Board of Fire Commissioner meetings; takes and prepares minutes for distribution as necessary.
- O. Assumes the responsibility for District Ordinance and Resolution Files.
- P. Assists in greeting and directing visitors to appropriate department personnel.
- Q. Assists with answering incoming phone calls and gives out routine information to citizens as required.
- R. Assists in the selection process, orientation, training, of employees working under this position description.
- S. Performs other assignments as requested by the Chief and Deputy Chiefs.

3. **REQUIRED KNOWLEDGE, ABILITY AND SKILLS**

The Administrative Assistant minimum educational and competency skills will be established by the Fire Chief. These skills shall continually be expanded to meet the specific needs of the District including but not limited to, payroll, accounts payables, and business-related administrative tasks.

4. **DESIRABLE EXPERIENCE AND TRAINING**

Must possess a high school diploma, or G.E.D. certificate. Supplemented by courses in office procedures and practices. A minimum of five years of prior secretarial experience, or equivalent combination of experience which would provide the required knowledge, skill and ability.

**ADOPTED: July 9, 2019**

**CHAPTER THREE - JOB DESCRIPTIONS**

**3.12 ADMINISTRATIVE ASSISTANT**

**1. NATURE OF WORK**

The Administrative Assistant position reports directly to the Administrative Deputy Chief. The Secretary is responsible for performing varied clerical, secretarial, and administrative functions.

**2. ILLUSTRATIVE EXAMPLES OF DUTIES**

- A. Greets and directs visitors to appropriate department personnel. Responsible for answering incoming calls using a telephone console, screens, routes telephone call and telephone messages.
- B. Prepares District correspondence and reports as directed, using correct grammar, spelling, and composition.
- C. Maintain various District files.
- D. Receives, sorts, opens, dates, stamps and distributes incoming mail and prepares and routes outgoing mail.
- E. Assists in special studies and reports, proofreads data and assists in the preparation of statistical information.
- F. Prepares Purchase Orders for equipment purchases and supplies.
- G. Assists in calling for service and repairs of office equipment as necessary.
- H. Assists in obtaining supplies for meetings and special training classes.
- I. Maintains a District calendar, makes appointments and reservations as requested.
- J. Assists in payroll processing activities for the District.
- K. Assists, whether direct or backup in maintaining Human Resource activities.
- L. Assumes responsibility, whether direct or backup for accounts payable and receivables.
- M. Assumes responsibility, whether direct or backup for EMS & fire billing.

- N. Maintain inventory of office supplies and places orders for office supplies as necessary.
- O. Attends Board of Trustee and Board of Fire Commissioner meetings; takes and prepares minutes for distribution as necessary.
- P. The Administrative Assistant is a designee responsible for public records of the District. Requests for reports public records may be handled by him/her, in accordance with District policy and State of Illinois Freedom of Information Act.
- Q. Performs additional assignments as assigned by the Fire Chief and Deputy Chiefs.

3. **REQUISITE KNOWLEDGE AND ABILITIES**

Skill and ability to type accurately at prescribed rate of speed; skill and ability to enter computer data accurately; working knowledge of Microsoft Office Suite, knowledge of business English, spelling and commercial arithmetic; ability to maintain clerical records and to prepare reports from such records; ability to understand and follow verbal and written instructions; ability to maintain confidential information; ability to learn basic work procedures in a reasonable length of time; ability to establish and maintain satisfactory working relationships with other employees and the public.

4. **REQUISITE EDUCATION AND TRAINING**

Must possess a high school diploma or G.E.D. Certificate. One year of experience in office clerical practices and procedures desirable.

3.12 **OFFICE TECHNICIAN**

1. **NATURE OF WORK**

The Office Technician part-time position reports directly to the Executive Administrative Assistant. The Office Technician is responsible for performing varied light office and cleaning functions as directed by their supervisors.

ADOPTED: July 9, 2019