



Administrative Specialist - Public Safety (Part-Time)

Forest Preserve District of Kane County

Contact Name: Shelley Kouzes

Contact E-mail: kouzesshelley@kaneforest.com

Contact Phone: 630-208-8662

Closing Date:

Salary: Starting at \$23.25 PER HOUR

Description:

WORKSITE LOCATION: POLICE HEADQUARTERS/FVIA, GENEVA, IL

HOURS/SCHEDULE: MONDAY – FRIDAY, APPROXIMATELY 20 HOURS PER WEEK

APPLICATION DEADLINE: OPEN UNTIL FILLED WITH FIRST REVIEW OF APPLICATIONS JUNE 12TH

POSITION SUMMARY

This position provides high-level administrative support to the Director of Public Safety by ensuring the accuracy, confidentiality, and security of all police records. This position will be responsible for conducting research, organizing reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging officer training and scheduling meetings. This position performs unusually specialized, detail orientated, and confidential administrative duties requiring the application of tact and independent judgment in the day-to-day handling of duties. As the key administrative support for the Director, this individual maintains the integrity of law enforcement documentation and professionalism and represents the concerns of the Director to Public Safety Police Officers, Public Safety Supervisors, district employees and managers, commissioners and the public.

ESSENTIAL POSITION DUTIES & FUNCTIONS

Operations:

- Assumes responsibility for the accomplishment of a wide variety of high-level administrative functions and tasks related to the smooth operation of the Public Safety Department.
- Performs administrative tasks at the direction of the Director of Public Safety; transmits operating directions or advice from the director to other staff.
- Maintains and coordinates certificates of insurance and assists the director with management agreements.
- Act as a liaison with other governmental agencies, including the Kane County Circuit Court Clerk, States Attorneys, ISP, IDNR, and local agencies.
- Maintains and coordinates vehicle and equipment maintenance data, work order system, fuel

system updates and other information systems.

- Maintains, coordinates, and performs technical work in various records management systems.
- Maintains and coordinates delinquent ticket notices; follows up with violators; updates system logs.
- Obtains quotes and proposals for various purchases and maintenance.
- Compiles and composes the department's monthly reports.
- Composes letters, memos, reports, notices, permits, forms, and other materials.
- Responds to FOIA requests and discovery requests from the Kane County States Attorney's Office.
- Receives inquiries in person and over the telephone, independently gives and secures information and answers complaints requiring working knowledge of District ordinances and departmental regulations and procedures.
- Arranges and schedules meetings, appointments, events, seminars, and other functions; notifies appropriate staff of such schedule/meeting arrangements; as necessary.
- Arranges and schedules Public Safety Officers State Mandated training requests.
- Utilizes Microsoft Office Suite to create reports, sort and compile information and prepare presentations; adapts easily to other software programs, as required.
- Utilizes Internet and other internal network resources and filing systems to research, compile and communicate information.
- Maintains routine and confidential files.
- Serve as the Public Safety Departments LEADS coordinator.
- Directs a significant portion of public inquiries to the appropriate staff person.
- Monitors expenditures and reconciles credit card bills. Orders supplies as necessary.
- Performs moderately complex reference and statistical work.
- Oversees the permanent and safe storage and upkeep of official Public Safety records.
- Attends professional conferences, workshops and seminars as appropriate within budget parameters and with Department Head approval.
- Assist with the on-boarding process of new Public Safety Officers.
- Obtains and maintains all required licenses and certifications and keeps up-to-date on professional trends and developments related to position accountabilities.
- Performs the job safely and in compliance with District policies, procedures, work and safety rules, the Employee Handbook, and applicable laws and regulations.
- Possesses and maintains a valid and current Illinois driver's license free from suspension or revocation during term of employment; must maintain insurability with the District's fleet insurance carrier.
- Operates standard office machines and equipment.
- Performs other duties as assigned.

QUALIFICATIONS

- Minimum Age Requirement: 21 years of age.
- Education: High school diploma; Knowledge equivalent to an Associate's degree in municipal/county government or similar field preferred.
- Experience: A minimum of three (3) years of experience utilizing and managing various police database systems including New World ERP, LERMS, LEADS, police scheduling software, or an equivalent combination of education, experience and training.

Compensation and Benefits

The starting hourly rate for this position is \$23.25. This is an FLSA non-exempt position (eligible for overtime) that is eligible for the District's part-time benefits. Interested applicants may learn more about the District's competitive compensation program and benefit plans at kaneforest.com/careers.

How to Apply

Apply online at www.kaneforest.com/careers.

ADA

Persons requiring reasonable accommodations under the Americans with Disabilities Act are asked to contact the Human Resources Department at 630-208-8662 or by email at HRForest@kaneforest.com.

AN EQUAL OPPORTUNITY EMPLOYER