



-POSITION ANNOUNCEMENT- ADMINISTRATIVE ASSISTANT (PART-TIME)

Department: Fire

Job Status: Part-Time (17.5 Hours/Week)

Pay Rate: \$22.41-\$31.47 Per Hour DOQ

FSLA Status: Nonexempt

Position Description: The Village of La Grange Park, Illinois (pop. 13,475) is seeking an experienced and highly motivated professional for the part-time position of Administrative Assistant in the Fire Department. This position is under the general supervision of the Director of Fire and Emergency Management. Duties and responsibilities include, but are not limited to:

- Provide administrative and clerical support to employees, preparing and distributing correspondence and reports, filing, copying, emailing and faxing as needed.
- Assist with payroll and tracking of personnel attendance for various reports.
- Assist with data entry and record keeping in a variety of modules (BS&A, New World, and Vector Solutions).
- Assist with ordering/purchasing of equipment.
- Assist with special projects and events.

The Administrative Assistant must be able to work independently and as part of a team, manage their time effectively, and meet deadlines. The position reports to the Director of Fire and Emergency Management.

Hours of Work & Work Location: The position will work approximately 17.5 hours per week, generally between 9:00 a.m. to 12:30 p.m., Monday to Friday. Hours may be modified to an agreed upon set schedule upon commencement of employment. Reports regularly to La Grange Park Village Hall (447 N. Catherine, La Grange Park, Illinois).

Minimum Requirements: High School graduate (or GED) and any combination of education and experience that provides equivalent knowledge, skills, and abilities will be considered. Experience with Microsoft Suite a must. Experience with BS & A, New World, and Vector Solutions preferred. The successful candidate will be a proven self-starter with a strong communication and office skills.

Pay Rate: The starting pay rate for this position is \$22.41 - \$31.47 per hour depending on qualifications.

To Apply: Submit a cover letter, resume, and application by mail to: Ana Slejza, Village of La Grange Park, 447 N. Catherine Avenue, La Grange Park, IL 60526; or by email to: aslejza@lagrangepark.org. Applications are available on the Village's website under [Employment Opportunities](#).

Candidates are encouraged to apply as soon as possible for consideration for this position. First review of applications will occur June 14, 2024. Position will remain open until filled.

The Village of La Grange Park is an Equal Opportunity Employer.