



**Code: 8724**  
Family: Public Safety  
Service: Public Safety  
Group: Fire Service  
Series: Firefighting

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## **CLASS TITLE: EXECUTIVE ASSISTANT- FIRE**

### **CHARACTERISTICS OF THE CLASS**

Under general supervision, functions in an exempt sworn capacity coordinating the day-to-day administrative operations of bureaus within the Chicago Fire Department, and performs related duties as required

### **ESSENTIAL DUTIES**

Positions assigned to the **Office of the Fire Commissioner**, perform high level administrative duties of the Fire Commissioner

- Travel with the Commissioner to ensure the Fire Commissioner is prepared for all meetings and remains on schedule
- Assists in facilitating the Fire Commissioners public and media appearances to public and press events and coordinates request for the Fire Commissioner based on his availability at emergency scenes
- Informs the Commissioner of ongoing CFD operations based on knowledge and experience of departmental operations that include marine/dive functions, HAZMAT, trench rescue, collapse, EMS, high angle and confined space rescue techniques and fire ground tactics
- Assists in command van operations at major incidents
- Respond to 2-11 alarm or greater fires

Positions assigned to the **Bureau of Administration Services**, perform high level administrative duties reporting to the Deputy Chief of the Bureau

- Drafts and edits department instructional orders and correspondences for the review and approval of the Deputy Chief
- Assists in formulating Bureau policies and in interpreting changes in departmental procedures to sworn and civilian staff
- Attends meetings with and in the absence of the Deputy Chief and reports on the events of meetings
- Maintains computer databases on various Bureau activities, creates detailed reports for operational analysis and prepares status reports on Bureau operations
- Assists in preparing and monitoring the Bureau's annual budget, purchasing, reviewing and reconciling invoices, coordinating inventory control and contract monitoring
- Responds to fires and other emergency incidents, as needed

Positions assigned to the **Division of Training** perform various high level administrative duties for the Director of the Division.

- Manages and tracks training program grants coordinating and reporting on the use of grant appropriations and expenditures providing status updates as required

- Supervises the day-to-day administrative operations of the department's graphic arts unit responsible for replicating and producing training materials used by the unit for instructional purposes
- Assists in developing and coordinating production schedules of all printed instructional training materials ensuring the timely production of materials
- Maintains and updates the Training Division web pages ensuring only relevant and current information is posted
- Assists in researching the use of new tools, equipment, apparatus and systems used for Fire/EMS prevention purposes and in the development of training materials on the use and operation of same
- Liaisons with outside educational and training institutions and government agencies for research and networking purposed with relation to fire safety, health and performance issues
- Works closely with the safety division in order to keep abreast of Fire/EMS safety concerns

Positions assigned to the **Division of Media Affairs** performs various high level administrative duties for the Director of the Division

- Performs day-to-day administrative duties of the division including responding to basic media requests and forwarding requests for sensitive information to the unit Director for a response
- Creates the media duty officer work schedule for approval by the Director
- Researches, complies, logs and distributes significant media information and press stories to the Director
- Assists in the development of media responses, the preparation of speeches, press releases and the coordination of information between the CFD and the Mayor's Press Office regarding upcoming events, long term media planning, and policy implementation
- Takes and implements direction from the Mayor's Press Office
- Coordinates media appearance and responses from uniformed members of the department
- Responds to CFD incidents and medial inquires in accordance with the media duty schedule, and applicable departmental orders, memos and directives
- May respond to fire emergency incidences as directed.

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

## MINIMUM QUALIFICATIONS

### Education, Training, and Experience

- Career Service status as a uniformed member of the Chicago Fire Department is required. Graduation from an accredited college or university with a Bachelor's degree in Business Administration, Fire Science or related field supplemented by three years of progressively responsible administrative management experience, or an equivalent combination of education, training and experience

### Licensure, Certification, or Other Qualifications

- A valid State of Illinois driver's license is required

## WORKING CONDITIONS

- General office environment
- Hazardous conditions
- Extreme heat
- Public safety work environment

## EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Personal Computers and related apparatus
- Firefighting personal protection and related equipment
- Two way radios
- Emergency Medical Service equipment

## PHYSICAL REQUIREMENTS

- Ability to perform physical and strenuous firefighting work requiring physical strength, coordination, endurance and flexibility
- Ability to wear protective clothing and specialized self-contained breathing apparatus for extended periods of time
- Ability to operate firefighting equipment and apparatus
- Ability to use first responder medical equipment and supplies including automated extended defibrillator equipment
- Ability to work under extreme temperatures and weather conditions and other dangerous environments.

## KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

### Knowledge

Considerable knowledge of:

- Departmental rules, regulations, policies and procedures
- Fire, incident and emergency management response planning, notification procedures, and protocols
- EMS procedures and protocols

Some knowledge of:

- geographical locations in the City
- Public safety principles and practices

Knowledge of applicable City and department policies, procedures, rules, and regulations

### Skills

- \*ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- \*ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- \*CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- \*MANAGEMENT OF MATERIAL RESOURCES - Obtain and see to the appropriate use of equipment, facilities, and materials needed to do certain work
- \*COORDINATION WITH OTHERS - Adjust actions in relation to others' actions

- \*INSTRUCTING - Teach others how to do something
- \*JUDGMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one
- SYSTEMS ANALYSIS - Determine how a system should work and how changes in conditions, operations, and the environment will affect outcomes
- SYSTEMS EVALUATION - Identify measures or indicators of system performance and the actions needed to improve or correct performance relative to the goals of the system

### **Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

### **Other Work Requirements**

- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- INDEPENDENCE - Develop own ways of doing things, guide oneself with little or no supervision, and depend mainly on oneself to get things done
- INNOVATION - Think creatively about alternatives to come up with new ideas for and answers to work-related problems

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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

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City of Chicago  
Department of Human Resources

June, 2012