

MABAS (Mutual Aid Box Alarm System)-Illinois

Contract Position Description

SPECIFIC SKILLS AND RESPONSIBILITIES FOR THE CONTRACT POSITION OF:

Job Title: Administrative Assistant

Effective Date: 8/15/2007

Position: Part-Time Contractor Services

Compensation: As determined by the MABAS Executive Board

Position Overview:

- Working knowledge and understanding of Microsoft Applications including: Word, Excel, Outlook, PowerPoint, Access and Publisher.
- General understanding of government grants.

Essential Job Responsibilities:

- Submit state reimbursement to Illinois Terrorism Task Force.
- Coordinates with outside agencies and vendors on matters concerning MABAS.
- Provide a monthly and annual state, general and grant account status report of MABAS Conference, M&A, Equipment and Training, Overtime and Backfill, Haz Mat Grants.
- Manages matters of budget, reimbursements, invoices, expenses, and equipment needs associated with MABAS.
- Receives direction from MABAS Chief Executive Officer.
- Reports directly to Finance/Admin Branch Chief.
- Accepts committee liaison assignments and provides staff support for same.
- Update Executive Board and Division Team Rosters.
- Answer calls and direct them accordingly.
- Receive invoices from vendors.
- Enter Purchase Order into accounting system.
- Ensure proper signature on Purchase Order before check processing.
- Generate check for vendor and mail.
- Make folders for Purchase Orders.
- Request warrants from IEMA.
- Keep spreadsheets for reimbursements submitted to ITTF.
- Purchase office supplies.
- Manage federal grants through receipt of warrants.
- Organize and accept registration for annual MABAS Conference.
- Keeps track of Monthly Incident Reports for all MABAS Divisions.
- Revises and Updates MABAS forms and publications.

NOTE: This job description is not intended to be all-inclusive. Individual may perform other related duties as negotiated to meet the ongoing needs of the organization.