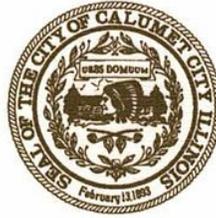


CALUMET CITY BOARD OF FIRE AND POLICE COMMISSIONER - SECRETARY

Thaddeus M. Jones
Mayor, City of Calumet City



Deston Dorchack
Personnel Director

Deanne Jaffrey
Chief of Staff & City Administrator

SECRETARY – BOARD OF FIRE AND POLICE COMMISSION

The statutory powers, duties, and responsibilities of the Fire and Police Commission are significant and shall generally include the following, though not limited to:

- To have charge of all appointments to, and promotions and demotions within, the City's Fire and Police Departments, except for those ranks which serve at the pleasure of the City Mayor or the Chief(s)
- To conduct and hold all entrance examinations for firefighter/paramedics and police officers in the manner required by law
- To conduct and hold all promotional examinations to sworn ranks to which it has been charged with appointment within the City's Fire and Police Departments in the manner required by law
- To make temporary appointments, in order to prevent a stoppage of public business, to meet extraordinary exigencies, or to prevent material impairment of either the City's Police or Fire Department, to remain in force until regular appointments may be made
- To conduct hearings to consider written charges for discipline, removal or discharge of an officer or member of the City's Fire or Police Department, where the Board has been charged with those duties
- To adopt, enforce, administer, and amend rules and regulations which are consistent with governing state and federal law, except as may be approved by the City Council acting within its home rule authority, and which are not in conflict with the City of Calumet City Municipal Code
- To employ its own attorney, as authorized by the City of Calumet City. In the event the authorization is withdrawn, the City's attorney shall represent the Board and shall handle prosecutions before the Board. H. To hire outside independent contractors to conduct aspects of the Board's testing processes
- To assign administrative tasks to the Board's Staff Liaison, assigned by the City to provide administrative support to the Board
- To periodically attend training programs and conferences applicable to the Board's duties
- To submit an annual report of its activities, its rules and a budget request to the Mayor prior to the end of each fiscal year.

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JOB SUMMARY

Secretary, Board of the Fire and Police Commission:

- Reports to the Chairman of the Fire and Police Commission
- Secretary is an at will employee of the city
- Work in complete support of the powers and duties of the Board
- Must be knowledgeable of bylaws and rules and regulations
- Enforcement of all meetings being conducted in accordance with the Open Meetings Act
- Regular meetings of the Board shall be held pursuant to the schedule adopted by the Board prior to the beginning of the calendar fiscal year
- Produce an agenda for each regular scheduled meeting and post at the principal office of the Board at least forty-eight (48) hours in advance of holding the meeting
- Ensure a copy of the agenda is made available for public review during the entire forty-eight (48) hour period preceding the scheduled meeting. This requirement is to be met by posting the notice and agenda on the city website maintained by the City
- Keep written minutes of all transactions of the Board in regular and special meetings, open or closed, and committee meetings
- The minutes shall include the date and place of the meeting; the members of the Board as either present or absent; a summary or discussion on all matters proposed, deliberated, or decided; and a record of any votes taken, including the member making the motion, the second and the results of the voting
- The minutes of the proceedings of the Board at regular or special meetings shall be prepared in draft form and copies shall be mailed or delivered to all Board members along with the notice of the next meeting.
- The minutes of the preceding meeting, with any changes made by a motion properly made and carried or as directed by the Chairperson without objections, shall be approved by the Board and signed by the Secretary no later than thirty (30) days after that meeting or the Board's second subsequent regular meeting; whichever is later
- Any verbatim recording of the open session of meetings by the Secretary shall be only for the purposes of written minutes. Once the Board has approved the written minutes, the Secretary shall destroy the verbatim recording
- The official minutes of the Board shall be kept in the Board's files at the Commission's Administrative Office and shall be made available to citizens for inspection during regular business hours and on the City's website within ten (10) days of approval
- The Secretary shall audio record all closed meetings. After the closed meeting, the person making the audio recording shall label the recording with the date and store it in a secure location. After eighteen (18) months have passed since being made, the audio recording of a closed meeting shall be destroyed, provided that the Board has approved its destruction and approved written minutes of the particular closed meeting

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- The verbatim record of a meeting closed to the public shall not be open for public inspection or subject to discovery in any administrative or judicial proceeding other than one brought to enforce this Act At no time will an audio recording be released that would violate state or federal privacy or confidentiality requirements, including, but not limited to, any matter concerning (i) communications between the Board and an attorney representing the Board; and (ii) all information exempted from disclosure under the Illinois Freedom of Information Act
- Be the custodian of all records pertaining to the business of the Board
- Keep record of all examinations held

APPLICANT QUALIFICATIONS

- Must have knowledge of operations, services, and activities of a comprehensive municipality
- Be familiar with pertinent Federal, State, and local laws, codes, and regulations
- Scheduled hours are as needed; must be flexible with availability to meet the needs of the city and duties and responsibilities of the Board
- Possesses strong analytical and organizational skills
- Have working knowledge of the application and hiring processes for fire and police
- Maintain a valid driver's license
- Must have U.S. citizenship