

Coles-Moultrie Emergency Communication Center

Director Position Announcement

Application Deadline October 31, 2020

The Coles-Moultrie Emergency Communication Center is an emergency telephone system (E-911) center responsible for emergency and non-emergency dispatching for police, fire, and emergency medical services in Coles County and Moultrie County Illinois. The office is located in Mattoon, Illinois.

The Coles-Moultrie Emergency Telephone System Board is accepting applications for the position of Director. This position will work closely with law enforcement, fire and rescue departments, and emergency medical personnel to ensure the highest quality of emergency services are provided to Coles and Moultrie Counties. This position requires a high level of responsibility, flexibility, attention to detail, the ability to work under pressure and the ability to maintain privacy and confidentiality. The duties of the Director include, but are not limited to, the overall management of the agency, direct supervision of the Assistant Director, monthly billing, budgeting, submitting timely reports to state agencies, representing the agency in union matters, overseeing building and equipment maintenance, researching and obtaining grants, and working closely with the Board to develop long- and short-term goals and strategic plans.

The successful candidate will possess a bachelor's degree in management, supervision, public administration, finance, public safety, or other related major; have at least 5 years of managerial or supervisory experience; have a working knowledge of radio and telecommunications equipment; and possess excellent written and oral communication skills. Experience as a member of an emergency services organization is preferred but not required. Salary commensurate with experience.

Candidates should submit a resume and cover letter postmarked no later than October 31, 2020 to the following address:

Chairman Kent Martin
Coles-Moultrie ETSB
10500 State Highway 16, Suite 1
Mattoon, IL 61938

Questions may be directed to Kent Martin at 217-581-3213 or kdmartin@eiu.edu.