LYONS TOWNSHIP AREA COMMUNICATIONS CENTER EXECUTIVE DIRECTOR

**Lyons Township, Illinois (combined population of 42,000)** The Villages of La Grange, La Grange Park and Western Springs are communities located in Cook County, Illinois, approximately 15 miles west of downtown Chicago. These communities together formed the Lyons Township Area Communications Center which has been fully operational since April 2017. The Communications Center is seeking an experienced professional to lead the recently established consolidated dispatch center. The Executive Director will be focused on the continued development of the Center directing it from newly established to a more high-quality service and operations orientation as well as identifying opportunities for potential growth. The consolidated dispatch center provides E911 Police, Fire and Emergency Medical Services dispatching to the member communities that have a residential service population covering an area of approximately 7.5 square miles.

The Executive Director’s responsibilities will include managing and directing a staff of 14 full time telecommunication employees and the operations of the 911 Center, reporting and analysis, labor relations, budget development and administration, financial accounting, long-range financial planning, training, 911 system administration and maintenance, including Computer Aided Dispatch (CAD) software, hardware and process. The Executive Director reports to a Board of Directors (comprised of Village Managers of the member communities) and will be expected to work closely with an Operations Committee (comprised of 3 Police Chiefs and 3 Fire Chiefs of the member communities). The member communities offer technical assistance with Information Technology and Human Resources. The new Executive Director will need to be self-directed and a working supervisor.

Qualified candidates will be expected to have:

* At least ten years of increasingly responsible experience in an operational public safety communications position with five of those years in a supervisory or administrative capacity, preferably in a multi-position, multi-jurisdictional environment; or an equivalent combination of training and experience.
* A bachelor’s degree in public administration, law enforcement or related field or equivalent experience. A master’s degree in public administration or related field is a plus.
* Candidates should have served at least ten years as an Emergency Number professional through NENA, Registered Public Safety Leader through APCO; and Emergency Medical Dispatch certification is considered very desirable for this position.
* Candidates should have a comprehensive knowledge of the principles, practices and regulations pertaining to 911 systems.
* The candidate must be comfortable being a working supervisor and demonstrate the requisite skills in the areas of personnel supervision; experience in a management position in a unionized environment is a plus.
* The successful candidate will be an experienced administrator with a proven track record in a progressive communications system who can demonstrate a performance history of working closely with municipal officials.
* Candidates should be willing to analyze various options to address challenges; a history of considering unconventional solutions to problems is a plus.
* Candidates should be able to use data effectively and balance analysis with creativity.

The agency offers a competitive benefits package and is an Equal Opportunity Employer. Starting salary: +/- $115,000 DOQ. Position is open until filled. Candidates should submit their resume, cover letter and contact information for 5 references to [www.govhrusa.com/career-center/](https://www.govhrusa.com/career-center/) attention of Kathleen Rush, Vice President or Pat Carey, Vice-President, GovHR USA, 630 Dundee Road #130, Northbrook, IL 60062 Tel: 847-380-3240; fax 866-401-3100.

[Click HERE to Apply!](https://govhrusa.applytojob.com/apply/vUdNt5ucga/Lyons-Township-Area-Communications-CenterExecutive-Director-IL)