

Job Posting
Fire Chief/ Chief Administrator

Position Summary:

This is an advance administrative and operational position responsible for aligning the Orland Fire Protection District with the direction of its Board of Trustees. The Fire Chief is accountable for all administrative functions within the department, representing the department, and overseeing strategic development while managing personnel. The ideal Fire Chief will be a friendly and approachable leader capable of effectively guiding the department's daily operations and nurturing relationships with stakeholders. The successful candidate will prioritize ongoing training and professional development for the department while upholding high standards of excellence.

Work in this position is performed under limited supervision with considerable latitude for the use of independent judgment. Occasional travel is required. This position also may be required to respond to emergency scenes. In addition to this position's normal functional responsibilities, the Fire Chief/Chief Administrator must also meet all requirements for the District's Administrative Battalion Chief and Operational Battalion Chief positions.

Hours of Work: 40-hour work week; flexible hours

Key Priorities:

- Assessing staffing levels, training, and other work factors; developing and advocating for short and long-term solutions and needs to ensure the district can effectively manage and meet its needs.
- Developing and administering the district's annual budget, ensuring that resources are allocated effectively to meet goals and priorities.
- Planning for the future. Monitoring industry trends and the local emergency management environment to ensure the district's structure and operations exceed industry standards for years to come

Desired Capabilities:

- Ability to respond to calls and perform the emergency management trade in the field.
- Demonstrates expert skills in navigating the complexities of diverse roles, including relationship-building and fostering mutual trust.
- Well-versed in all aspects of fire and rescue, including suppression, operations, and prevention, along with the technology that supports these functions.
- Proficient in budget development and management, policy formulation and implementation, as well as personnel management and growth.
- A hands-on leader who is personable and accessible, maintaining a keen awareness of everyday operations.
- A strategic problem solver with experience in transitioning a smaller department into a larger one while maintaining its current culture and identity.
- Skilled in collaborative and diplomatic engagement with various stakeholders, including fire district staff, other villages' employees, community members and groups, other fire

departments, and regional, state, and federal authorities to optimize district opportunities, address challenges, and maximize resources such as training, equipment, and mutual aid.

- An outstanding and effective communicator, adept in one-on-one interactions, small group settings, and public speaking.

Required Education, Training, and Experience:

- Must have minimum ten (10) years' experience in a fire department or fire district, in which at least five (5) of those were in the role of a chief officer.
- Graduation from an accredited college or university with a bachelor's degree in Fire Science, Public Administration, Emergency Management and Administration, or related field.
- Basic Operations Firefighter Certification or Firefighter II Certification and Advanced Fire Officer Certification or Fire Officer II Certification
- A current certification that meets the National Fire Protection Association (NFPA) standard NFPA 1001
- A current certification that meets the NFPA standard NFPA 1021
- Qualifications that meet requirements of the NFPA's standard NFPA 1001, Standard for Fire Fighter Professional Qualifications, Level I job performance requirements and standard NFPA 1021, Standard for Fire Officer Professional Qualifications, Fire Officer II job performance requirements
- Current Class B Non-CDL Driver License.
- Completion of advanced courses and seminars in fire administration and management Details Interest and ability to respond to calls and perform the emergency management trade in the field.
- The ideal candidate for this position will reside within a ten (10) mile radius of the Orland Fire Protection District.

Working conditions and physical requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Occasionally lifting or carrying up to twenty pounds, pushing or pulling up to one hundred pounds will be essential. Required to bend, stoop, kneel, stand, sit, drive, twist, squat. Climb and use heavy tools.

Work Environment: Employee works indoors in a computerized office environment with direct contact with other District personnel and the public. Also, they may be required to respond to emergency scenes and take on the role of scene safety officer or another supervising role.

Annual Salary Range and Benefits:

The annual salary range for the Fire Chief is \$190,000- \$250,000; placement within this range is dependent on qualifications and experience. This is a full-time exempt position with an initial three (3) year contract and includes excellent benefit options including medical, dental, vision,

life insurance, Flexible Spending Account (Medical/ Dependent), 457 deferred compensation plan, and a 115 Trust.

Candidates must meet all district pre-employment requirements including:

Possess a valid Illinois driver's license

Submit to a background check

Submit a driving record abstract prior to employment

Submit to a physical examination with the district's physician

If you are interested in this outstanding opportunity, please submit a cover letter and resume to Alice Stevenson, HR Director at a.stevenson@orlandfire.org. **The deadline to submit is June 11, 2025.**