

Assistant Chief of Fire Administration –Romeoville, Illinois

The Village of Romeoville Fire Department provides Fire, Rescue, and EMS responses to a diverse community of 40,000 residents. We are located 30 miles south of Chicago. The Department is a full-time /part-time fire department plus it operates a renowned Fire Academy. There are 75 employees in the Fire Department and Fire Academy combined.

The Assistant Chief of Administration assists the Fire Chief in planning, budgeting, Human Resources, Union contract administration and overseeing the day-to-day operations of the Fire Academy; assists in the identification, planning, purchasing and implementation of departmental IT need; coordinates departmental operations as they pertain to Will County 911 and the Laraway Communications Center (LCC); will supervise the update of departmental policies and procedures and their incorporation into the Lexipol software platform; the retention, recruitment and hiring of part-time personnel, serve as liaison between the department and the Romeoville Fire and Police Commission; oversees the department's training division; coordinates assigned activities with other departments and outside agencies; occasionally serves at Duty Chief for assigned shift and responds to incidents; may act as the Fire Chief in his/her absence; and provides highly responsible and complex administrative support to the Fire Chief.

Minimum Qualifications

- Graduation from an accredited college or university with a Associate Degree with a major in Fire Science, Public Administration, Management, Business or related field. Completion of a Bachelor's Degree will be required within 3 years of being hired.
- Ten plus years of progressively responsible administrative and supervisory experience in the fire service having held the rank of Battalion Chief or higher. (Extensive experience as a Lieutenant in administrative roles and special assignments will be considered)

Preferred Qualifications

- A Bachelors or Master's Degree in Fire Science, Public Administration, Management, Business or related field.

Qualification, Licenses and Certifications

- Certified as a Fire Officer 2 or higher through the Office of the State Fire Marshall of Illinois
- Certified through the Illinois Department of Public Health (IDPH) as a First Responder, EMT-Basic or EMT-Paramedic
- N.I.M.S. Certified as ICS 400 at a minimum

The Assistant Chief of Administration is appointed by the Mayor and Village Board upon the recommendation of the Fire Chief and Village Manager.

- Anticipated start date of 04/01/2019.
- Salary Range for this position is \$106,000-\$120,000. DOQ
- Benefits for this position are health, dental, vision and life insurance
- Paid vacation, sick, personal and 13 holidays.

For more information or questions regarding this position contact Doris Mann, Human Resources Manager at 815-886-7209 or email dmann@romeoville.org

Apply to dmann@romeoville.org by March 22, 2019.