



Deputy Fire Chief

CITY OF URBANA, ILLINOIS



About Urbana

The vibrant micro-urban community of Urbana, Illinois (pop. 41,518), seeks a proven, innovative fire professional to serve as Deputy Fire Chief. This is a new position in the Fire Department; it is an appointed, at-will position that serves at the discretion of the Mayor. The salary for this position will be commensurate with qualifications.

Founded in 1833 and chartered in 1855, the City of Urbana is the seat of Champaign County. Urbana is a Home Rule municipality functioning in a mayor-aldermanic form of government. Led by Mayor Diane Wolfe Marlin, the City of Urbana is committed to delivering excellent core services to promote a high quality of life for residents, businesses, and visitors.

Underlying this mission is effective government, a resilient economy, safe and vibrant neighborhoods, and engaged citizens, with pride in our history and excitement for the future. The Urbana City Council is comprised of seven members, with one representative elected from each of the City's wards. Council members and the Mayor serve four-year terms.

Key employment sectors in Champaign County include education, health care, government; manufacturing and distribution; and professional services. The University of Illinois at Urbana-Champaign, Carle Foundation Hospital, Carle Physician Group, Kraft Heinz, Christie Clinic, Champaign Unit 4 School District, Urbana Unit, Urbana School District#116 and OSF Healthcare are among the region's largest employers.

About UFD

The Urbana Fire Department (UFD) is a professional career organization responsible for providing emergency fire, hazardous materials, EMT-I level medical services, prevention and public education programs, and various support services.

NOTABLE ACCOMPLISHMENTS

- Awarded a Class 1 Public Protection Classification (PPC) rating by the Insurance Services Office (ISO).
- Provides Technical Rescue Response for MABAS Division 28, which involves housing all TRT equipment and lead a statewide deployable team with high-angle, confined space, and below-grade rescue capability.
- AEMT/EMT-I department, guaranteeing advanced-level care on each medical response.



Primary Responsibilities

The following list reflects the essential duties and responsibilities of the Deputy Chief, but is not all-inclusive. The Deputy Chief will perform other duties as assigned.

- Actively supports and upholds the City's mission and values.
- Recommends and assists with a broad range of administrative duties, including administrative oversight of emergency fire service and related operations such as Technical Rescue, Emergency Medical Services, disaster preparedness, facility and equipment maintenance, public education, and training and employee development.
- Monitors critical performance elements of Department functions to ensure effective and efficient operations; identifies opportunities for improvement.
- Responds to fires and other emergency incidents; assumes incident command as required.
- Represents the City's interests at various interagency and professional meetings and committees.
- Develops and recommends to the Fire Chief directives and policies utilized by the Department in accordance with federal, state, and local laws, rules, and regulations.
- Maintains effective relationships with other fire agencies, citizens, community leaders, City staff, and elected officials.
- Provides input to the Fire Chief for long-range and strategic planning, equipment, and manpower needs.
- Assists the Fire Chief in the development, administration, and preparation of the annual Department budget; monitors department expenditures and analyzes future needs.
- Plans, delegates, assigns, and evaluates the work of subordinate staff to include performance ratings/objectives, training, and operational goals, and assisting with the accomplishment of those goals.
- Assists in developing the department's overall labor relations goals and objectives by researching, evaluating, and recommending labor relations policies and by actively participating in collective bargaining as a member of the management team.
- Manages responses and resolution of citizen complaints; reviews internal disciplinary issues and actions administered in the Fire Department.



The Ideal Candidate

RESULTS-DRIVEN

Ability to use data appropriately for both management and operational decisions that ensure resources are used in the most efficient and effective manner possible and measurable outcomes are achieved. Ability to lead, manage, and bring significant projects to completion with minimum oversight.

DYNAMIC CHANGE LEADER

A proven forward-thinking leader who focuses on the process of adapting and improving, with the ability to help develop, communicate, and implement long-range vision and strategy.

COLLABORATIVE MANAGEMENT

Ability to coach, mentor, and grow others for future roles in the organization. Exhibits outstanding leadership skills, and consistently presents a confident and positive image of the City to staff and the community.

ETHICS AND ACCOUNTABILITY

Demonstrates and promotes the highest standards of personal and professional conduct.

Minimum Qualifications

The Deputy Fire Chief shall have a minimum of an Associate's degree in Fire Science or a bachelor's degree from an accredited university or college and at least 5 (five) years of progressively responsible experience in fire department management and operations as a company officer. The City also requires and/or prefers that candidates possess the following licenses, certifications, and other qualifications, including the following:

Required

- State of Illinois Office of the State Fire Marshal Fire Officer I and II
- State of Illinois EMT Certification
- Possession of or ability to obtain within 15 days of hire an Illinois Class D Driver's license

Preferred

- Bachelor's and/or Master's degree in Fire Science, Emergency Management, Business Administration, Public Administration or a related field.
- Public sector human resources administration and employee relations experience (external to a bargaining unit) including labor relations and collective bargaining.
- Graduate of the National Fire Academy Executive Fire Officer Program.
- Experience working in and with a highly diverse community.



The Selection Process

Applications will be accepted until November 15, 2020

Candidates will be screened through the end of November

Finalist interviews in Urbana are tentatively slated for mid-December

Selection process finalized by mid-January

The selected candidate for Deputy Fire Chief will be subject to a medical examination pursuant to NFPA 1582 as well as a thorough pre-employment investigation including the review of driver's license record, criminal and character background, verification of education and training, and employer references.

To Apply.

Submit a cover letter and resume no later than Sunday, November 15, 2020 at 11:59 p.m. CST. Please direct application materials to Elizabeth Hannan,

Human Resources & Finance Director at:

FireDeputy@urbanaininois.us.

The City of Urbana Welcomes Diversity!

We foster an environment that values and encourages mutual respect, inclusion of all people, and utilizing differences and similarities as an organizational asset. EOE.