

POSITION: Fire Chief

SALARY: (\$121,745 to \$164,714) depends upon qualifications

APPLY BY: Online applications are open until further notice. Submit cover letter, resume and three (3) professional references to Kathy Vonachen, Human Resource Director, at kvonachen@oak-brook.org. Additional position information may be found online at: www.oak-brook.org/jobs.

COMMUNITY PROFILE:

The Village of Oak Brook, Illinois, (residential population of 8,163 and daytime population of 90,000), a suburban community located 15 miles west of downtown Chicago, 20 minutes from O'Hare International Airport, on the eastern edge of DuPage County, is seeking to fill the position of Fire Chief. The Fire Chief is appointed by the Village President, approved by the Village Board and under the direct supervision of the Village Manager.

JOB SUMMARY:

As Fire Chief, you will lead the Fire Department in order to provide quality services in the areas of: Fire Service Management, Fire Suppression, Fire Prevention and Inspection Services, Emergency Medical Services and Public Education and Training.

This individual will be responsible for providing leadership to a department consisting of twenty-seven sworn members, including, three Battalion chiefs and a non-sworn Senior Administrative Assistant. Currently the position of Deputy Chief is not budgeted.

ESSENTIAL FUNCTIONS INCLUDING, BUT ARE NOT LIMITED TO:

The primary responsibility of the Fire Chief is to serve as a strategic leader assuming management responsibility for all department activities. The successful candidate must demonstrate innovation, professionalism and skills in public speaking, emergency response management, risk management, process improvement, decision-making and labor relations. The candidate must also possess effective written and interpersonal skills, a strong focus on customer service as well as an ability to build effective working relationships with diverse audiences. The selected candidate will regularly interact with the Village President, Village Board of Trustees, Board of Fire and Police Commissioners, Village Manager, Department Directors, front line personnel and other governmental agencies. In addition, the selected candidate must possess strong analytical abilities and the ability to carry out strategic goals.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in fire administration, fire technology, public administration or related field, with at least ten years of municipal or district fire administrative experience at a senior management level; or an equivalent combination of experience and training, Fire Officer III designation by the Office of the State Fire Marshal, or the ability to attain such designation. The successful candidate must have a valid State of Illinois license, Class D.

SELECTION:

Candidate screening process may consist of an application review, skills testing, employability assessment, interviews, reference checks, and other verifications. Chosen candidates will be subject to a background and criminal history investigation, and qualifying pre-employment medical examination and drug screen.

Applications accepted until 4:30, p.m., October 22, 2021.

Village of Oak Brook
Attention: Human Resource Director
kvonachen@oak-brook.org
1200 Oak Brook Rd.
Oak Brook, IL 60523
E.O.E.