



FIRE CHIEF

City of Urbana



The vibrant community of Urbana, Illinois (pop. 43,200), seeks a proven, innovative fire professional to serve as the new Fire Chief. This vacancy exists due to the planned retirement of Brian Nightlinger, who has led the Urbana Fire Department since 2013. The Fire Chief is an appointed, at-will position that serves at the discretion of the Mayor. Operational guidance will be provided by the City Administrator.

COMPENSATION

Salary is commensurate with experience, plus excellent benefit options. Executive compensation package includes health, dental, life insurance with paid time off for City-observed holidays, sick leave, and vacation.

JOB SUMMARY

The Fire Chief is the executive-level position responsible for the administration and management of the Urbana Fire Department. Primary responsibilities include planning, directing, coordinating, and administering operational firefighting, fire prevention programs, EMS calls and training activities. The incumbent in this position is responsible for staffing, training, budgeting, compliance with applicable laws and regulations, and other administrative duties. The Chief is also responsible for representing the department to federal, state, county, and local public agencies and the public.





QUALIFICATIONS

- Associate's degree in Fire Science or a bachelor's degree from an accredited university or college; may substitute ten years of experience as a Firefighter at the Urbana Fire Department to fulfill this requirement.
- At least three (3) years of demonstrated dynamic and innovative leadership with increasingly responsible supervisory experience in a management capacity.
- Experience with fostering positive labor relations.
- Office of the State Fire Marshal Firefighter Basic Certification or Firefighter II Certification; and Office of the State Fire Marshal Fire Officer I and II Certifications.

HIGHLY DESIRABLE AND PREFERABLE ATTRIBUTES

- Bachelor's and/or Master's degree in Fire Science, Fire/Emergency Management, Business Administration, Public Administration or a similar field from an accredited institution.
- At least five (5) years of responsible management experience in a municipal fire command position, or equivalent experience in a municipal department of comparable size.
- Graduate of the Executive Fire Officer Program at the National Fire Academy and/or designation as Chief Fire Officer from the Center for Public Safety Excellence (CPSE).
- Experience working with and effectively participating in contract negotiations and labor relations issues.
- Experience working with and understanding the needs of a highly diverse community.



IDEAL CANDIDATE

Innovative and Dynamic Leadership – Highly effective leader who will set a bold and innovative vision for the Fire Department. This leader will be an experienced fire professional with a demonstrated and thorough understanding of Fire Science, finance and organizational leadership.

Team Builder – An individual with positive attitude who inspires those around him/her. Establishes positive relationships with employees throughout the organization and places a high value on the professional staff development. Brings a reputation for establishing and maintaining a high level of trust between management and staff.

Collaborative Management – Eager to support the core values and initiatives of the Mayor and City Council. Exhibits outstanding leadership skills. 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. Holds an unblemished record of ethical behavior and integrity.



ABOUT THE 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. The service area covers the City of Urbana and the campus of the University of Illinois at Urbana-Champaign.

The department boasts 60 full-time personnel, 4 fire stations and an operating budget of \$7.9 million. All fire firefighters, engineers, lieutenants and captains are represented by the International Association of Firefighters Local 1147.

NOTABLE ACCOMPLISHMENTS

- Recently 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.
- EMT-I department, guaranteeing advanced-level care on each medical response.
- Facilitates a comprehensive and renowned prevention/education program. This includes hosting special events at schools and in the community, and our Home Fire Life Safety program takes us to every house in the City annually to inspect and install smoke detectors.



The Urbana Fire Department is organized into three functional divisions and around a number of different program groups and project groups. Being team-based provides opportunities to fulfil individual potential and contribute toward the success of the department. The functional divisions of the Fire Department include:

Administration

This division is staffed by the Fire Chief and one Administrative Assistant III. Functions include planning, organizing, coordinating and controlling the services and programs provided by the department. These functions are accomplished by establishing an organizational vision, mission and strategic plan.

Administration is responsible for budget management and control, human resource management, establishing organizational principles and processes, and providing motivation and discipline.

Operations

This division is staffed by three Division Chiefs, three Captains, 12 Lieutenants, 15 Engineers, and 23 Firefighters. The Division Chiefs serve as the shift commanders and each division chief has specific programs they administer.

This division is responsible for providing fire suppression, technical rescue, emergency medical, hazardous materials, and disaster response services. Operations also includes support services such as training, safety and risk management information systems, inventory and supply, maps and pre-fire planning, and special services and programs.

Prevention & Education

This division is staffed by the Fire Marshal, one Prevention and Education Inspector, one part-time Inspector and Firefighters who serve as educators. As the long-term priority, this division conducts fire code enforcement, review and revisions, plan reviews and issues permits as required by the International Fire Code. This division provides public education programs, public information and community relations services. A Fire Explorer program offers mentoring and education to youth interested in a firefighting career.



ABOUT THE CITY

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.

Champaign County is a highly educated and diverse community. More than 70% of our population is college educated, and nearly 20% of those hold a graduate degree or higher. In recent years, Urbana has been cited recognized as one of the most affordable housing markets in the United States; The highly ranked school district, park district, library and award-winning mass transit system also highlight our community's dedication to excellence.



CITY SERVICES

Urbana is a full-service city with seven departments, approximately 277 employees and an operating budget of \$60 million.

City Clerk's Office provides professional records management and legal notice requirements for meetings, serves as clerk to the City Council and assists the County Clerk in conducting elections.

Community Development Services provides programs of economic development, housing, planning, zoning enforcement, and building safety code enforcement.

Executive provides professional management and leadership to delivers services consistent with the policies of the Mayor and City Council. This department is organized into five divisions: Administration, Human Relations, Human Resources, and Information Technology.

Fire is comprised of the Fire Suppression and Fire Prevention and Education Services divisions.

Finance is committed to maintaining the fiscal stability of the City. The Finance Department includes Financial Services, the Municipal Collector's office, and Parking Services.

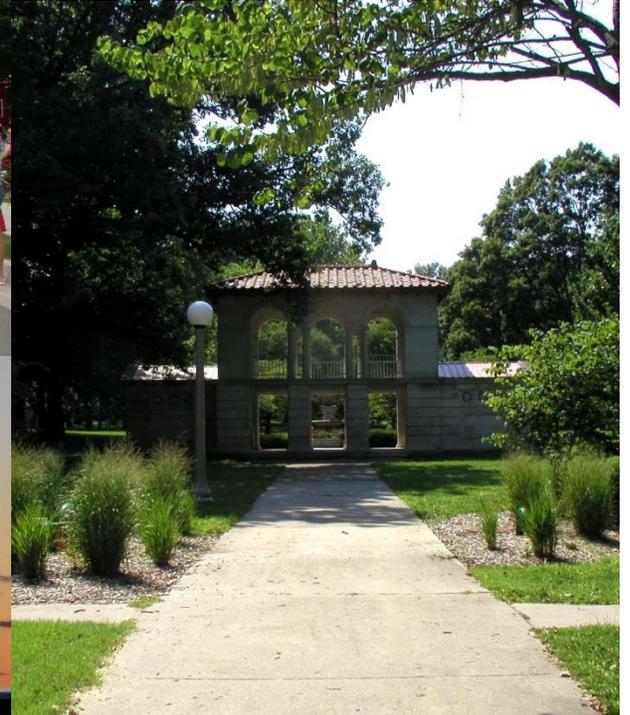
Police is responsible for enforcing laws, preserving the peace, reducing the fear of crime, and providing a safe environment for all. The Support Services, Patrol and Investigations are divisions within the Police Department.

Public Works maintains, constructs and improves the City's infrastructure. Divisions include: Arbor, Engineering, Environmental Sustainability, Equipment Services and Operations.





You'll never wonder "what to do?" in Urbana! Market at the Square, one of the state's largest farmers' markets offers a beloved Saturday morning tradition, while the Boneyard Arts Festival and the Illinois Marathon are just a few of the many opportunities for fun. Together with our twin city Champaign, we've also been recognized as the Greatest Food Town by Midwest Living magazine. From festivals and markets to other celebrations and events throughout the year, there's something to pique every interest.



Urbana also offers an array of artistic and cultural opportunities such as the Krannert Center for the Performing Arts, which hosts more than 300 performances a year in its four venues. Other cultural events include the Pygmalion Music Festival, Boneyard Arts Festival, C-U Folk & Roots Festival, AudioFeed and the Prairie Sky Music Festival.

For the sports fans, Urbana is the place to be! As a Division I school within the Big Ten Conference, the University of Illinois offers one of the nation's premier athletic programs. We're also just a few hours from the professional sports hubs of Chicago, St. Louis, and Indianapolis, so there's something for the whole family year-round.

ABOUT THE PROCESS



RESIDENCY

As a condition of employment, the selected candidate must establish and maintain residency in the City of Urbana within six months of appointment.

SELECTION PROCESS

- Applications **accepted** through June 8
- Candidates will be **screened** through mid-June
- Finalist **interviews** in Urbana are tentatively slated for mid-July
- Selection process **finalized** by early August

The selected candidate for 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.

Persons who believe they are qualified under the Americans with Disability Act (ADA) may request a reasonable accommodation to participate in the recruitment process. The request must be received by Human Resources with sufficient time prior to the application deadline to allow for the request to be considered through the interactive process.

To Apply

Submit a cover letter and resume no later than Friday, June 8, 2018 at 11:59 p.m. CST.

Please direct application materials and questions to: Todd Rent, Human Resources Director, at:
UrbanaFireChiefSearch@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.