

UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN
Illinois Fire Service Institute

Assistant Director for Firefighting Programs

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Provide strategic leadership and oversight to the Fire Fighting Program for the Illinois Fire Service Institute (IFSI). The Firefighting Program is a keystone of IFSI and delivers training to nearly 20,000 students annually.

Responsibilities:

- Provide strategic direction consistent with IFSI's long-range vision for all firefighting training and education
- Serve as the primary advisor to the Director and Deputy Director regarding the Institute's Firefighting Programs including program development and curriculum, instructional delivery, and operational decision making authority
- Direct supervision for firefighting training and education programs
- Provide direct supervision of academic staff including Program Directors and Managers, Regional Representatives and field staff
- Work with the Deputy Director and Director to establish hiring criteria and training/professional development requirements for staff.
- Direct the delivery of annual IFSI Schools, including the Explorer-Cadet training school, Annual Illinois Fire College, and Winter Fire School
- Ensure that curriculum for all programs reporting to this position are maintained in a timely manner that considers internal and external program needs and state and national standards
- Provide oversight and direction of all budgets assigned to firefighting programs
- Provide guidance and direct management of grants supporting firefighting programs, this includes but is not limited to budget development, grant writing and development, and the pursuit of new grant opportunities
- Serve on state and national committees, as needed
- Manage and direct the day-to-day operations of Institute's academic and training firefighting programs, including program development, oversight of program delivery, and instructional staff, with operational policy-making authority
- Assist in guiding Institute research projects and works with other campus and private units to conduct fire-related research activities
- Actively support and engage, as needed, in IFSI Corporate Relations and Development

Required Education and Experience:

- Bachelor's degree required; Master's Degree preferred in Fire Science, Public Administration, or other related field, or equivalent
- Minimum of 10-years' experience in a fire department with 4 years' experience as a Chief Officer in a department serving a community of over 10,000 people, budget experience (including operational, training, and equipment) which exceeds \$1 million, and supervision of 20 or more people. (Equivalent experience as a Non-Chief Officer with relevant

responsibilities may be considered dependent upon length of service, and other factors related to the quantity and quality of work performed.)

- Proven command experience, in real-world response
- Demonstrated experience in developing firefighting training and education curriculum
- Experience in organizational short-, mid-, and long-term planning, resourcing, supervision, and execution.
- Minimum of 15 years fire suppression experience, preferably both volunteer and career
- Broad understanding of the Illinois Fire Service statewide
- Experience teaching in a hands-on firefighting and/or Essentials classes
- Sound, fundamental understanding of and experience in fire fighting and hands-on fire fighter training
- Demonstrated executive management and leadership abilities

Additional Desired Qualifications:

- Visionary leadership
- Ability to begin achieving results rapidly, without significant time spent learning the job and building credibility
- Demonstrated record of performance, positive attitude, ability to lead and work well with others
- Practical problem-solver and team builder
- Ability to lead and work with a wide variety of fire and non-fire individuals and organizations
- Broad understanding of University organization and operations

This is a regular academic professional position at IFSI and is an annually renewable, 12/12, 100%-time appointment with regular University benefits. Start date will be as soon as possible after the close date of the search. Interviews may be conducted before the closing date, although no hiring decisions will be made until after the search has closed. Salary is commensurate with education and experience.

To apply, please create your candidate profile at <http://jobs.illinois.edu> and upload your resume by the close date (1/3/2014). Contact information for three references must be included on the application (letters may also be uploaded). For full consideration, candidates must complete the Hiretouch application process by the official close date.

Illinois is an Affirmative Action /Equal Opportunity Employer and welcomes individuals with diverse backgrounds, experiences, and ideas who embrace and value diversity and inclusivity.
(www.inclusiveillinois.illinois.edu)