

**UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN**  
**Illinois Fire Service Institute**

**Deputy Director**

**POSITION NOTICE**

This position assumes day-to-day direction of all academic training activities at the Fire Service Institute. This position provides executive decision-making authority, assumes full direction of academic and training operations, participates in the policy-making executive management team and assumes Institute policy-making in the absence of the Director.

**Responsibilities:**

- Serve as the Institute Deputy Director, assuming direction of Institute academic and training programs and activities
- Serve as the primary advisor to the Director regarding the Institute including the academic and training program, program development, oversight of program delivery, and instructor supervision, with operational policy-making authority
- Participate in the Institute executive management team for planning, programming, budgeting and program execution oversight, policy-making and decision-making
- Supervise the activities of all academic staff including the Program Directors/Managers, Regional Representatives, field staff instructors
- Direct the selection and training process for academic field instructors
- Determine academic staff representation of the Institute on national and State fire service certification standards committees
- Assist the Director in the management of resources, determination of staff functions and setting of operating policies associated with the Institute
- Provide authoritative, detailed professional and technical knowledge on fire service operations
- Act as an executive representative and liaison with national fire organizations, the Illinois Fire Service and the University of Illinois and represents the Director on associated committees
- Manage and direct the day-to-day operations of Institute's academic and training 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

**Required Education and Experience:**

- Bachelors degree required, Masters degree preferred
- At least 5 years experience as an IFSI fire service instructor, Program Director/Manager, or Regional Representative
- Minimum of 15 years fire suppression experience, preferably both volunteer and career
- Broad understanding of Institute academic and training programs, courses, instructional and support staff
- Broad understanding of the Illinois Fire Service statewide
- Experience teaching in IFSI's hands-on fire fighting and/or Essentials classes
- Broad understanding of University organization and operations

- Sound, fundamental understanding of and experience in fire fighting and hands-on fire fighter training
- Ability to lead and work with a wide variety of fire and non-fire individuals and organizations
- 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
- Known and respected by Institute field staff
- Demonstrated record of performance, positive attitude, ability to lead and work well with others
- Practical problem-solver, mediator
- Proven team building ability
- Instructor III certification

**Salary is commensurate with experience.**

**Position:**

This is a 100%-time 12-month academic professional position with regular University benefits and a start date of July 16, 2010. This position reports directly to the Director of the Illinois Fire Service Institute.

**Application Process:**

To ensure full consideration for new applicants, please create your candidate profile at <http://jobs.illinois.edu> and upload your letter of application, resume, and the names and contact information of three professional references by May 17, 2010. Interviews may be conducted before the closing date, although no hiring decision will be made until after the search has closed.

*The University of Illinois is an Affirmative Action/Equal Opportunity Employer. The administration, faculty, and staff embrace diversity and are committed to attracting qualified candidates who also embrace and value diversity and inclusivity.*