

Resource Operations Specialist

Illinois Fire Service Institute

University of Illinois at Urbana-Champaign

The University of Illinois is a world leader in research, teaching, and public engagement. We serve the state, the nation, and the world by creating knowledge, preparing students for lives of impact, and addressing critical societal needs through the transfer and application of knowledge. As the statutory fire academy for Illinois, the Illinois Fire Service Institute (IFSI) serves firefighters throughout Illinois and the world. World-class instructors deliver more than 14,000 class hours to students online, on campus and at regional training centers throughout the state. IFSI is operated as a continuing education and public service activity by the University of Illinois.

The University of Illinois is an Equal Opportunity, Affirmative Action employer that recruits and hires qualified candidates without regard to race, color, religion, sex, sexual orientation, gender identity, age, national origin, disability or veteran status. For more information, visit <http://go.illinois.edu/EEO>.

PRIMARY POSITION FUNCTION/SUMMARY:

Under the administrative direction of the Associate Director of Business & Finance, this position is responsible for using the IFSI Resource Management System to support the management, accounting, and inventory of capital and consumable assets used in the delivery of classes statewide.

DUTIES AND RESPONSIBILITIES:

1. Resource Management - Oversee and assist in the development of the IFSI resource management system, which will attach to existing IFSI database systems. Responsible for the efficient handling of supplies, specialized firefighting and technical tool maintenance as required.
2. In-House Training and On-boarding - Responsible for the administration, evaluation, development, and implementation of training seminars, workshops, and programs to ensure all users of the Resource Management System are aware of the system's operation. Conduct diagnostic interviews and assessments of employee needs and provide related counseling/training services to improve the RMS. Supervise and assist in conducting survey/audits and assess department needs for training program development. Answer routine inquiries and perform public contact duties that require knowledge of

established departmental procedures and familiarity with operations and programs within the department.

3. Back-end Class Support – Ensure resources and purchases are assigned correctly to classes and activities. Add activities into SPARKEY, accounting for Outreach, Close out of Meetings, Tours, & non-firefighting Trainings.
4. Facilities Calendar – Ensure on-site activities are presented correctly on the calendar as well as links to RMS, Class Costs, & Rosters.
5. Records Management - Provide technical expertise relative to records generation, inventory, management, and disposition. Identify policies related to the maintenance and disposition of records and recommend said policies to administration for approval.
6. Procurement - Assist the primary Procurement Officer with requesting, preparing, and/or reviewing required forms related to requisitions and potential orders. Work with departments to prepare specifications for the purchase of commodities, equipment, and services. Additionally, provide requisition clarification.
7. Space Inventory Management - Per federal, state, and local reporting requirements, conduct a space survey (inventory) every year which includes data related to buildings, floors, rooms, use, occupant, and area.
8. Site Security - Perform a daily inspection to ensure that all moveable equipment is secure, or that arrangements are made to make it secure.
9. Professional Development - Attend classes and seminars as deemed appropriate to further knowledge and skills in above areas.
10. Perform other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of firefighting tools and equipment.
2. Physical capacity to perform most of the same duties as a member of a fire department. This includes, but is not limited to, using basic fire and rescue tools, equipment, and techniques.
3. Familiarity with IFSI programs, personnel, and procedures.
4. Proficiency in working with IFSI Program Managers & Directors, Instructors, and Staff in the area of RMS and Policies and Procedures training and development.
5. Knowledge of modern records generation, inventory, management, and disposition techniques and practices.
6. Ability to conceptualize, define, design, and construct training programs and course material.

7. Ability to organize work operations and to review and formulate/revise policies and procedures in the training and development area and coordinate them with other organizational units.
8. Willingness and ability to work with electronic data processing hardware and software.
9. Demonstrated record of performance, positive attitude, ability to lead and work well with others.
10. Ability to work with confidential information.
11. Ability to prioritize multiple projects and competing time demands.
12. Ability to operate a forklift.

QUALIFICATIONS

Required:

1. Bachelor's degree in business administration, management or a field related to position.
2. Two (2) years of professional-level accounting, managerial and/or business experience, including one year at an administrative level.
3. Experienced office management in a diverse environment.
4. Proven experience in fire service, security, or emergency management.
5. Experience working in a highly visible, fast-paced environment.

Preferred: Successful Candidates will have heavy lifting ability and Archibus Web Central familiarization

SALARY AND APPOINTMENT INFORMATION

This is a full-time Civil Service Business/Administrative Associate position appointed on a 12-month service basis. The expected start date is as soon as possible after the close of the search. Salary will be commensurate with experience.

To Apply:

Applications must be received by **June 7, 2021**. Apply for this position using the “Apply for Position” button below. If you have not applied before, you must create your candidate profile at <http://jobs.illinois.edu>. If you already have a profile, you will be redirected to that existing profile via email notification. To complete the application process:

Step 1) Submit the Staff Vacancy Application.

Step 2) Submit the Voluntary Self-Identification of Disability forms.

Step 3) Upload the following documents:

- cover letter
- resume (months and years of employment must be included)
- academic credentials (unofficial transcripts or copy of diploma may be acceptable) for all degrees attained (if you want to specifically spell out bachelor's, master's, and doctorate degrees here, you can)
- names/contact information for three references

In order to be considered as a transfer candidate, you must apply for this position using the “Apply for Position” button below. Applications not submitted through this website will not be considered. For further information about this specific position, contact Keri Frederick, klfreder@illinois.edu. For questions about the application process, please contact 217-333-2137.

The University of Illinois conducts criminal background checks on all job candidates upon acceptance of a contingent offer. Convictions are not a bar to employment. Other pre-employment assessments may be required, depending on the classification of Civil Service employment.

As a qualifying federal contractor, the University of Illinois System [uses E-Verify](#) to verify [employment eligibility](#).

The University of Illinois System requires candidates selected for hire to disclose any documented finding of sexual misconduct or sexual harassment and to authorize inquiries to current and former employers regarding findings of sexual misconduct or sexual harassment. For more information, visit [Policy on Consideration of Sexual Misconduct in Prior Employment](#)

The University of Illinois must also comply with applicable federal export control laws and regulations and, as such, reserves the right to employ restricted party screening procedures for applicants.