



**LYONS TOWNSHIP AREA COMMUNICATIONS CENTER
EXECUTIVE DIRECTOR**

Lyons Township, Illinois (combined population of 46,000). The Villages of La Grange, La Grange Park, and Western Springs and the City of Countryside are located in Cook County, Illinois, approximately 15 miles west of downtown Chicago. In April 2018, these communities formed the Lyons Township Area Communications Center (LTACC). LTACC is a consolidated dispatch center serving a residential area of approximately 10.4 square miles and provides E911 Police, Fire, and Emergency Medical Services to the four member communities.

The Communications Center is seeking an experienced professional to fill the Executive Director position and lead the dispatch center. The Executive Director will be focused on increasing operational efficiencies, elevating the high-quality of service, and identifying opportunities for potential growth.

The Executive Director's responsibilities include managing and directing a staff of 14 full time telecommunication employees and the operations of the 911 Center, reporting and analysis, labor relations, budget development and administration, financial accounting, long-range financial planning, training, and 911 system administration and maintenance, including Computer Aided Dispatch (CAD) software, hardware, and process. The Executive Director reports to a Board of Directors (comprised of Village Managers of the member communities) and works closely with an Operations Committee (comprised of four (4) Police Chiefs and three (3) Fire Chiefs of the member communities). The member communities offer technical assistance with Information Technology and Human Resources.

Qualified candidates are expected to have:

- At least ten (10) years of increasingly responsible experience in an operational public safety communications position with five (5) of those years in a supervisory or administrative capacity, preferably in a multi-position, multi-jurisdictional environment; or an equivalent combination of training and experience.
- A bachelor's degree in public administration, law enforcement, or related field or equivalent experience. A master's degree in public administration or related field is a plus.
- Candidates should have Professional certification as an Emergency Number professional through NENA, Registered Public Safety Leader through APCO, and Emergency Medical Dispatch certification is considered very desirable for this position.
- Candidates should have a comprehensive knowledge of the principles, practices, and regulations pertaining to 911 systems.
- The candidate must be comfortable being a working supervisor and demonstrate the requisite skills in the areas of personnel supervision; experience in a management position in a unionized environment is a plus.
- The successful candidate will be an experienced administrator with a proven track record in a progressive communications system who can demonstrate a track record of working closely with municipal officials.

The agency offers a competitive benefits package and is an Equal Opportunity Employer. Starting salary: +/- \$115,000 DOQ with an excellent benefit package. Position is open until filled. Candidates should electronically submit their resume, cover letter, and contact information for five (5) references through the GOVHR employment portal at www.govHRJobs.com attention of: Jon Fehlman, Vice President, GovHR USA, 630 Dundee Road, #225, Northbrook, IL 60062 Tel: 847-380-3240.

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