

## Village of Roselle, IL

### RECRUITMENT PROFILE FIRE CHIEF Village of Roselle, IL

This Recruitment Profile provides background information on the Community and the Village of Roselle, and outlines factors of qualification and experience identified as necessary and desirable for Candidates for the Fire Chief position.

This Profile will be used as a guide in the recruitment process, providing specific criteria by which applications will be screened and individuals selected for final interview and appointment consideration.

All inquiries to the recruitment and selection process for the Fire Chief are to be directed to the attention of:

**McGrath Human Resources Group**  
**Email: [tim@mcgrathconsulting.com](mailto:tim@mcgrathconsulting.com)**

#### COMMUNITY BACKGROUND

Roselle is a village in DuPage and Cook counties in northeastern Illinois. It was first incorporated in 1922 as a bedroom community with residents generally commuting to Chicago or nearby suburbs for their jobs. As of the 2010 census its population is 22,763. Along with residential areas, there are three main commercially-zoned areas in the Village. Downtown Roselle has experienced redevelopment and continues to be a thriving community.

Roselle is served by five elementary school districts, and two high school districts. The Elgin-O'Hare expressway provides direct access to Roselle. Metra provides commuter train service through the Roselle train station off Irving Park Road; and bike trails snake through the community.

#### Village Government

The Village of Roselle is a non-home rule unit that operates under a Mayor/Council form of government with an appointed Administrator. The Village Board is comprised of the Mayor and six Trustees. Each are elected at large to four-year terms. As a legislative body, the Village Board is

responsible for enacting local laws and establishing policies and procedures that govern the main activities of the Village. The Village Administrator serves as the Chief Administrative Officer and is responsible for administering the policies and directives of the Village Board.

The Village has six operating departments with Administration, Finance, Community Development, Fire, Police and Public Works. The Village Administrator coordinates the operations of the organization through each of the department heads. The Mayor, with the advice and consent of the Board of Trustees, appoints the Village Administrator, Fire Chief, and Police Chief.

#### Fire Department

The Fire Department is centrally located in a municipal complex that includes the Village Hall, Police Department and Public Library.

The Roselle Fire Department was formed in 1905 as a volunteer organization, evolving to a combination department comprised of full-time, part-time, and contractual personnel. The Department provides fire suppression, EMS, fire prevention and public safety education to

residents in the community and those located in the Roselle Fire Protection District.

The Department protects 5.41 square miles of the village of Roselle, and through a contract with the Roselle Fire Protection District covers an additional 6.59 miles and an additional 10,000 residents. In 2012, the Department responded to a total of 2,361 calls of which 1,570 were EMS related.

Authorized staffing includes a Fire Chief, a Deputy Fire Chief (vacant), 3 Lieutenants (Shift Commanders), 9 full-time firefighters, 29-35 part-time firefighter/paramedics, and 6 full-time contract firefighter paramedics. Full-time personnel (firefighters and contract firefighter/paramedics) work a 24/48 hour shift; whereas part-time personnel work 12 hour shifts.

All full-time fire lieutenants and firefighters are represented by the International Association of Firefighters Local 4051. All part-time firefighters are represented by the Service Employees International Union Local 73.

Civilian personnel include a Fire Marshall, a part-time training officer and a part-time administrative assistant. Dispatching for emergency response is provided through a regional consolidated dispatch agency DUCOMM.

### **Fire Chief Qualification Criteria**

The Village of Roselle is seeking superior candidates committed to excellence in the fire and emergency services. The following factors of education, experience, command and management style and personal and professional traits have been identified as necessary for the Fire Chief to succeed in this position

### **Education and Experience**

Have a bachelor's degree in Fire Science, Business, or related field applicable to the position; or completion of the EFO program preferred.

Have a proven successful background in Emergency Services/Fire Department(s) with increasingly responsible supervisory and managerial experience in a command capacity.

Have a minimum of five-(5) years experience in a supervisory and managerial capacity. Must have

or held an EMT license as well as worked in an integrated Fire/EMS organization.

Have sufficient experience and ability to accurately evaluate operational performance, adequacy of staffing and appropriateness of organizational structure toward superior performance of the Department mission.

Have experience and understanding of modern operation techniques, methods and practices relating to fire suppression, fire prevention and inspection, EMS, training, public education and administration.

Have knowledge and experience in the area of personnel management, including recruitment, training, promoting, disciplining, and terminating employees in a unionized combination department.

Have experience working with and effectively participating in contract negotiations and labor relations. Experience in creating and maintaining positive labor relations.

Have experience in developing positive, cooperative, and supportive relationships with other fire departments and EMS facilities at the local, state and federal level.

Have experience in preparing and controlling budgets and have a background in cost-effective administration of human and financial resources.

Have experience in long-range planning and the establishment and implementation of goals and objectives.

Have demonstrated ability to work effectively with elected and appointed officials and members of the general public.

Must be able to work as a team with Village administration and other department heads.

Be computer literate and knowledgeable about technology appropriate to emergency operations and activities. This includes, at a minimum, word processing and spreadsheet skills.

Not be "tradition bound" but a fire service professional who has the experience and reputation for being an innovator and capable

"change agent" and state of the art approaches in providing fire and emergency medical services in the protection of life and property for the community.

### **Management Style/Personal Traits**

Have a background of integrity, leading and motivating personnel by example.

Be personally committed to dealing with persons in an impartial, professional manner without regard to gender, racial or ethnic background.

Have excellent verbal and written communication skills and be capable of making effective public presentations.

Be able to gain the credibility and respect of full-time, part-time and contractual personnel and others based on professional knowledge, strong interpersonal skills, and strong leadership abilities.

Be capable of identifying and developing supervisory and command talent in others striving for excellence in the emergency service areas.

Be an effective listener; be responsive to employee input and provide prompt feedback.

Have a sense of humor and the ability to work in a consensus building manner.

### **Benefits Summary**

**Immediate Supervisor:** Mayor of Village; daily supervision by Village Administrator.

**Salary Range:** \$105,000 – 120,000

**Health Insurance:** Employee's coverage begins on the first day of the month following one's date of employment. Employee contributions to health insurance range from \$48.40 (single) to \$234.12 (family) per month depending upon the selected plan.

**Dental Insurance:** Insurance is available with employee contributions of \$4.70 (single) and \$17.44 (family) per month.

**Life Insurance:** The Village provides life insurance for department heads at 1.5 times the annual

salary. Additional optional life insurance is also available.

**Holidays:** 9 paid holidays annually, including New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, day after Thanksgiving, Christmas Eve, Christmas Day and New Year's Eve. Employees also earn 2 personal days per year (one in January and one in July).

**Vacation Leave:** Employees receive up to four weeks of vacation per year.

**Sick Leave:** Employees shall accumulate 96 hours of sick leave per year. Each day of sick leave so accumulated shall be used as a basis for sick leave pay when an employee is absent due to illness.

**Deferred Compensation:** An ICMA 457 voluntary deferred compensation program is available to an employee.

**Uniforms:** The Village provides a class A uniform for the Fire Chief along with the appropriate protective clothing.