

FIRE CHIEF

Quincy, IL

Quincy, IL (pop. 38,803) is located on the beautiful Mississippi River and is the county seat of Adams County in west central Illinois. The Department serves the community from five (5) fire stations and is supported by 62 staff and a FY2024-25 budget of over \$14 million.

Quincy is seeking a progressive leader capable of leading confidently in times of uncertainty who consistently adheres to high standards. This visionary will be known for connecting easily with a multi-generational workforce and working effectively with a number of stakeholders (Fire Department team, Mayor, City Council, Fire and Police Commission, community, and business leaders)

Core competencies for this position include:

- Strategic Thinking and Planning
- Strong Communication Skills
- Leadership
- Building and Supporting the Firefighter Team
- Expert Firefighting Skills (Prevention and Suppression)
- Budgeting/Expense Control

Competitive candidates must meet the following criteria:

- Have an Office of the Illinois State Fire Basic Operations Firefighter or Firefighter II certification.
- Have an Advanced Fire Officer or Fire Officer II certifications.
- Have either an Associate's degree in fire science or a Bachelor's Degree from an accredited university; or have a minimum of 10 years' experience as a firefighter at the fire department in the jurisdiction making the appointment.

Salary range \$115,000 – 120,000; salary is supplemented by an attractive benefits package.

For job description and to apply by email, submit a resume and cover letter

to rkay@illinoisfirechiefs.org. Submissions will be reviewed immediately upon receipt.

Announcement closes **January 15th, 2025**.



City of Quincy Job Description

JOB TITLE: Fire Chief

DATE: December 17, 2024

DEPARTMENT: Fire Department

FLSA STATUS: Exempt

POSITION SUMMARY:

Performs professional administrative duties related to planning, organizing, directing, staffing and coordinating fire prevention and suppression activities within the City of Quincy.

Works under general guidance and direction from the mayor and city council. Supervises all department personnel; gives direction through subordinate first-line supervisors.

Plans and directs the operation and administrative details of the department, including the promulgation of fire department policies, directives and general orders; assures the efficient use of personnel and equipment. Plans methods and processes to meet operating needs and service demands, studies records, reports and statistics, to ascertain present conditions to obtain information upon which to base fire department programs and projection of future service needs.

Supervises departmental training related to fire prevention, suppression, investigation, emergency medical response, equipment maintenance and hazardous materials handling. Supervises and coordinates the training of new personnel.

Prepares and administers department budget; approves ordering of equipment and supplies; verifies costs incurred by department; monitors expenditures to assure conformity to established fiscal constraints; prepares and writes reports on department activity; seeks and applies for alternative funding through grants and other financial programs targeting fire prevention and safety; administer funds and programs to conform to grant requirements.

JOB DUTIES:

- Plans, directs and administers fire prevention and suppression programs of the city; develops city policy into action plans and strategies; develops and/or approves changes in fire ordinances and codes; determines essential resources needed to achieve program objectives and allocates resources to various phases of department operations.
- Conducts all oversight activities related to the Quincy Regional Training Facility through personnel assigned to oversee day-to-day operations of the facility.
- Exercises supervision over department personnel; establishes policies, rules and regulations as deemed necessary and expedient for the department; makes decisions concerning uniform dress; assigns and evaluates work; disciplines personnel when necessary. Conducts department meetings; updates and informs personnel of new policy changes or procedures.

- Responds to fires; takes command of major fires or other major incidents; directs department personnel in the performance of their duties; makes decisions concerning effective fire strategy, water source usage, overhaul, removal of property and blockading streets or other entrances while a fire is in progress for the protection of life and property.
- Conducts public meetings or issues public notices to inform citizens of fire hazards in the community and activities of the Fire Department; enforces rules and regulations established for protection of life property; may make presentations to schools and civic groups; develops and maintains good public relations with the community.
- Work involves creativity and innovation and involves the solving of highly difficult problems where precedent is not available.
- Work involves extensive amounts of sensitive and confidential information.
- Directs the maintenance, repair, improvements and replacement of rescue and firefighting equipment and other properties of the department.
- Participates in setting guidelines for automatic alarm monitoring companies and sets policy for the implementation of mutual aid company responses to other jurisdictions.
- Confers with other governmental officials and members of the public, relative to fire prevention, public fire safety programs, and fire administration problems.
- Assists the Board of Police and Fire Commissioners with coordinating firefighter candidate testing, as well as promotional testing to include physical arrangements, recommendations of organizations to utilize and utilization of fire department resources in support of the effort.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of principles of supervision and management practices and procedures; considerable knowledge of laws, ordinances, codes, and regulations effecting goals, objectives, and department operation; considerable knowledge of budget preparation; working knowledge of interpersonal communication skills; working knowledge of modern practices related to personnel management and motivation; working knowledge of firefighting techniques and equipment; working knowledge of collective bargaining processes, theory, and procedures; working knowledge of fire/arson investigation procedures.

Ability to plan, organize and direct the implementation of overall fire department programs and objectives; ability to direct and supervise various levels of professional firefighters; ability to evaluate performance without partiality; ability to communicate clearly and effectively, both verbally and in writing; ability to develop effective working relationships with local elected officials, city merchants, subordinates, the press and the public.

Ability to provide effective leadership; to promote motivation for attainment of higher levels of status and stature for the members on the department.

Ability to direct effectively the rescue, medical emergencies, and firefighting operations, or other types of hazardous situations, with men and equipment under adverse or emergency conditions.

Ability to use resources of the city in a cost-efficient manner, while providing for the safety and welfare of both the fire department personnel and the citizens.

Ability to analyze effectiveness of the department, the department member and to correlate the development of both, with the changing conditions in the city.

Ability to plan, assign, and direct the work of a number of subordinate operating units.

Ability to analyze all situations calmly, quickly, and objectively and to determine the proper course of action to be taken.

Ability to meet tactfully and effectively with public officials, the general public, and to present ideas clearly in oral and written forms.

Has physical health and fitness sufficient to perform required duties efficiently.

Performs related work as required.

SPECIAL FUNCTIONS:

Attends weekly council meetings

Serves as a member of the Traffic Commission

Serves as a member of the Local Emergency Planning Committee (LEPC)

Serves on the Governing Board and Executive Board for 9-1-1

Serves on other committees as assigned by the mayor

Serves as City of Quincy representative on the Illinois Terrorism Task Force

Attends/Participates in any activation of Adams County Emergency Operations Center

CERTIFICATIONS REQUIRED:

- To be considered candidates must already have attained Advanced Fire Officer/Fire Officer II.
- Have an associate's degree in Fire Science or a bachelor's degree from an accredited university or have 10 years of service on the Quincy Fire Department.
- Upon appointment, the candidate will be expected to attain the following certifications by the deadlines indicated:
 - Incident Safety Officer: 18 Months after appointment
 - Chief Fire Officer: 3 years after appointment
- The aforementioned are maximums, the appointed candidate should endeavor to complete the certifications as soon as is reasonably feasible.

SPECIAL REQUIREMENTS:

Must meet all requirements of the Board of Fire and Police Commission.

RESIDENCY REQUIREMENT:

Employee shall reside within the boundaries of Adams County, Illinois within six months of the effective date of employment with the City of Quincy.