

# Job Descriptions and Classifications



## Chief of Staff

Section: Administration  
Reports to: Executive Director  
Supervises: Managers and Staff  
FLSA Status: Exempt

### Job Summary

The Chief of Staff serves as an assistant to the Executive Director and as the director of ILEAS human resources. The position requires broad experience and education in public sector management, administration, employment laws and processes, emergency management, budgeting, public relations and problem solving. The Chief of Staff may serve as the Executive Director in his absence, and must be fully capable of supporting the vision, policies and intentions of the Executive Director and the ILEAS Governing Board.

The ideal candidate will have participated extensively in law enforcement mutual aid systems during a law enforcement career, and will have administered employee recruiting, selecting, hiring, promotion and evaluation processes. The successful candidate will possess excellent communication skills, will be knowledgeable about ILEAS functions and programs, and will be capable of leading staff toward common goals.

### Job Duties

#### Assistant Director

- Act as Executive Director in his/her absence, fulfill duties delegated by director.
- Manage everyday administrative functions to ensure smooth and efficient operations of the organization, to include responsibility for all employees.
- Oversee payroll, grant management and budget development.

#### Human Resource (HR) Management

- Draft job descriptions and policies and procedures. Manage hiring and firing process.
- Post notices required by state and federal laws
- Organize classes for state or federal required training for all ILEAS Staff, e.g., prevention of discrimination and harassment, workplace safety and other required training.
- Develop and implement an employee evaluation process.
- Research the availability of services and programs that ILEAS may sponsor without financial commitment, which staff may elect to purchase, such as health, dental, life and disability insurance and retirement plans
- Administer HR processes on a daily basis. Communicate frequently with staff and resolve issues. Periodically attend offsite meetings with field staff
- Assist ILEAS Staff generally with any work that may have an approaching deadline, may be particularly time-consuming or work that may be handled more efficiently with additional staff contributions
- Provide monthly reports on HR conditions and related finance matters to the Executive Director

#### Strategic Development

- Develop long range forecasts with anticipated HR costs compared to various funding circumstances. Update as necessary.
- Oversee development of an accessible ILEAS document system, including, but not limited to:
  - Finance/Audit/Purchasing/Bidding practices

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- Employee Manual
- Inventory System (include asset tracking)
- Training Records
- ITC Facility Records (leases, agreements, improvements, maintenance, major issues)
- Intergovernmental Agreement Archive
- Member Agency Information and contact info
- Incident/Event MOU's, Contracts, EMAC's
- FOUO Records:
  - Special Teams SOP's
  - Dynamic Alarm Card system
  - Emergency Communications Plans
  - ILEAS member agency responses,
  - IAP's and debriefing materials
- Ongoing research to improve human resource methods and systems

## Liaison

- Coordinate ILEAS member agency requests for services and information as necessary
- Make presentations on ILEAS programs and other topics to various organizations
- Attend offsite meetings as necessary; represent ILEAS, member agencies and the Executive Director
- Respond to activations of Emergency Operations Centers (EOC) as necessary, including the State of Illinois SIRC.

## Job Specifications

### General:

- Knowledge and experience with human resource systems, employment law and applicable regulations.
- Knowledgeable in emergency management processes, particularly the law enforcement roles
- Prior participation in law enforcement mutual aid systems in multiple capacities
- Effective presentation skills
- Excellent oral and written communication ability
- Capable of accurate budgeting and exercising budget controls

### Leadership:

- Capable of promoting an effective and efficient work environment through teamwork
- Able to comprehend and assist with resolution of issues affecting employees
- Consistently sets good examples of work ethics and attitudes

### Administration & Management Capabilities

- Capable of exercising effective control and applying direction to staff and programs covering a wide range of subject matters
- Effective delegation of responsibilities
- Able to effectively plan, schedule and lead a wide variety of meetings
- Able to exercise sound judgment on employment issues and other matters

### Experience

- 15 years or more of progressively responsible service in an Illinois law enforcement agency, with at least 5 years' experience in a senior command position, such as Chief, Deputy Chief, Captain,

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Sheriff, Undersheriff, District Commander or similar rank. Note that law enforcement experience in other states may be accepted if all requirements of the position are met.

- Extensive experience with public sector human resource responsibilities
- Broad experience in emergency preparedness planning and operations
- Strong working knowledge of law enforcement mutual aid systems in Illinois. General knowledge of fire, public works, health and other mutual aid systems in Illinois.

## Education

A Bachelor's Degree in Law Enforcement Administration, Public Administration or closely related field is required. A Master's Degree is preferred. Any combination of education, knowledge and experience that meet all requirements of the position may be accepted.

## General Information

### Work Environment

The primary setting will involve office and conference rooms, but travel, hotel stays, conference attendance and attendance at meetings at off-site locations will occasionally be required. Lifting of heavy objects may occur but should be avoided if limitations are present.

### Limitations

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.