

# Job Descriptions and Classifications

## Communications Manager

Division: Communications  
Reports to: Chief of Staff (in consultation with SWIC)  
Supervises: Communications Personnel and Strategic  
Technology Reserves  
FLSA Status: Exempt



### Job Summary

The Communications Manager leads statewide interoperable communications efforts, ensuring local plans align and integrate with Illinois' Statewide Communications Interoperability Plan (SCIP). This role fosters collaboration among public safety agencies, oversees hardware and technology configurations, and supervises ILEAS communications personnel. The Manager serves as a point of contact for ILEAS member agencies, Special Teams Managers, and Regional Planning Coordinators regarding communications and interoperability.

### Job Duties

- Support the Statewide Interoperability Coordinator (SWIC) and the Statewide Interoperable Executive Committee (SIEC) in achieving Statewide Communications Interoperability Plan (SCIP) goals
- Coordinate and support planning among local, state, and federal agencies
- Assist with interoperability initiatives and programs
- Serve as ILEAS liaison at the State Incident Response Center (if needed)
- Supervise Communications Division staff
- Support IEMA's Statewide Communications Manager during state-level operations
- Represent ILEAS on state level communication committees
- Address communications issues for ILEAS Special Teams
- Collaborate with other entities, such as MABAS, IPWMAN, and IESMA, on training, equipment, exercises, and planning
- Manage STARCOM21 radio cache, user fees, and funding
- Build, manage, and report on budgets, including the use of state and federal grant funds
- Advise agencies on communications planning for special events as well as general communications planning and management
- Conduct workshops and presentations to explain interoperable communications, equipment usage, and ILEAS services
- Collaborate with training entities to facilitate homeland security training and interoperable communications training for local law enforcement and others
- Maintain strong ties with Illinois State Police communications personnel
- Support ILEAS conferences and events
- Report regularly on activities

## **Job Descriptions and Classifications**

- Oversee Strategic Technology Reserve teams and assets, including funding and procurement
- Other duties as assigned that are similar, related, or a logical assignment to the position

### **Job Specifications**

- Deep knowledge of interoperable communications, the Incident Command System (ICS), National Incident Management System (NIMS), and emergency management
- Skilled in ICS/NIMS use and emergency response operations
- Strong project planning and implementation abilities
- Excellent verbal and written communication skills
- Experience with public safety communications and government procurement
- Budgeting and grant management proficiency
- Proven ability to collaborate with first responders and public safety agencies
- Hands-on experience with public safety communications systems and STARCOM21
- Familiarity with STARCOM21 platform and statewide interoperability to include Statewide Communications Interoperable Plan (SCIP) and Illinois Tactical Interoperable Communications Plan (TICP)
- Working knowledge of radio systems and equipment along with public safety communication processes and procedures
- Knowledge of Mobile Unified Command Posts (UCP), Illinois Transportable Emergency Communications Systems (ITECS), and RapidComms (rapidly-deployable communications vehicles)
- Experience in emergency management and law enforcement operations
- Skilled in interagency collaboration and relationship-building
- Willingness to travel for meetings, training, and site visits
- Proficient in Microsoft Office
- Able to work in diverse environments and lift up to 50 pounds
- Education and experience sufficient to perform all job duties