

2013

CITY OF URBANA
FIRE CHIEF
VACANCY ANNOUNCEMENT



City of Urbana, Illinois
Applications accepted until
Friday, July 12, 2013

The City of Urbana, Illinois invites qualified applicants for:

FIRE CHIEF

Salary: \$94,785.60 to \$100,464

Apply by: Friday, July 12, 2013

The vibrant micro-urban community of Urbana, Illinois (pop. 41,518), seeks a proven innovative, experienced fire professional to serve as its new Fire Chief. This vacancy exists due to the retirement of Michael Dilley, a second-generation Urbana Firefighter who has led the Urbana Fire Department since 2007.

The Fire Chief is an appointed, at-will position that serves at the pleasure of the Mayor.

As a condition of continued employment, all department heads must establish and maintain residency in the City of Urbana within six months of appointment.

ABOUT THE URBANA FIRE DEPARTMENT

The Urbana Fire Department (UFD) is a professional career organization and an Insurance Services Office (ISO) Class Two department. The UFD includes four stations, 59 authorized positions, and a FY 2014 operating budget of \$7.7 million, and is responsible for providing emergency fire, hazardous materials and EMT-I level medical services, prevention and public education programs, as well as various support services. The service area covers the City of Urbana and the campus of the University of Illinois at Urbana-Champaign.

CITY GOVERNMENT

Founded in 1833, the City of Urbana is the seat of Champaign County. The City is a home-rule municipality governed by Mayor Laurel Prussing and the City Council. The City Council is made up of seven members, with one representative elected from each of the City's seven wards. Council members and the Mayor serve four-year terms.

On average, Urbana employs 260 full-time personnel. The City's FY 2013-14 operating budget is \$42.9 million.

MINIMUM REQUIREMENTS

A bachelor's degree and five (5) years of experience in a municipal Fire command position are required for consideration; an equivalent combination of education and experience in a municipality of comparable size that is sufficient to successfully perform the essential duties of the job may be substituted.

Additional qualifications include: experience with employee relations, labor relations and collective bargaining; experience with municipal and departmental budgeting procedures; considerable skill in preparing reports; establishing and maintaining effective working relationships with others; analyzing problems and developing policies, plans and procedures; and expressing oneself clearly and concisely,

both verbally and in writing. The successful candidate should be able to demonstrate a history of promoting cooperation and increased efficiency both internally and externally to the department. More information, including the job description, can be found on the job posting at: www.urbanillinois.us/jobs.

BENEFIT INFORMATION

Vacation: Upon hire and on each eligible anniversary, vacation is advanced for the upcoming year. Ten (10) days are offered upon hire and increase on the employee's anniversary of Years 2, 3, 4 and 16.

Sick Leave: 69 hours advanced on the first day of employment. After completion of one (1) year of service, eight (8) hours of sick leave will accrue each month

Holidays: Ten (10) holidays are observed.

Health Insurance: The City will pay the full cost of the premium for the City's standard group health insurance plan (80/20 HMO), plus 40% of the cost of the premium for standard family dependent coverage. Employees may opt for the Premium plan (100% HMO) at a cost of \$34 per month for single coverage. Employees who waive City insurance and carry alternative health insurance may be eligible for a year-end cash bonus of \$132.00 per month.

Life Insurance: Effective on start date through The Hartford; coverage is \$20,000 regular life and \$40,000 accidental death & dismemberment. Additional supplemental coverage is optional.

Dental Insurance: Effective the first day of the month following hire date; coverage is optional and offered through Delta Dental.

Illinois Municipal Retirement Fund (IMRF): Exempt positions are covered by IMRF. 4.5% of earnings are deducted from the employee's check and the City pays all remaining costs for pensions, death benefits, and disability payments. Employees who do not vest may withdraw their own contributions upon separation.

457 Plan: In addition to the traditional pension plans, the City sponsors a deferred compensation plan for benefit eligible personnel. The City does not make a contribution to this plan; however, employees may save for retirement by deferring a portion of their wages in this tax-deferred plan.

Conferences and Trainings: Participation at professional conferences, seminars, and workshops not only serves the employee in continuing his/her educational and professional development, but also assists the City in maintaining efficient and effective managerial and technological practices. Therefore, the City, within budgetary limits, may pay reasonable job-related conference or training fees and associated travel and accommodation costs. Department Head approval will be based upon the potential benefit to the employee and to the City, and the availability of funds.

Educational Benefits: The City encourages employees to further their education. Employees who voluntarily pursue job-related educational opportunities outside of work may be eligible for partial or full tuition reimbursement and/or a flexible schedule. See the Assistant Human Resources Manager for details.

HOW TO APPLY

Applications are accepted electronically at www.urbanaininois.us/jobs until Friday, July 12, 2013 at 5:00 p.m. CST.

To be considered, applicants must include:

- 1) Application for the position completed in its entirety.
- 2) A cover letter which specifically addresses the job requirements and outlines qualifications. The cover letter limit is 2 pages with at least 11-point font and 1/2 inch margins. Your cover letter should address your interest in and qualifications for this job. Please be specific and detailed in describing experience, abilities, and accomplishments as they relate to this position's requirements and major duties as described in the announcement.
- 3) A current CV/resume. The resume limit is 2 pages with at least 11 point font and 1/2 inch margins.
- 4) The names, addresses, daytime telephone numbers and e-mail addresses for three professional references.

Attachments may be uploaded and attached to the application on the "Supplemental Materials" page. Although a resume and cover letter are required, they do not substitute for providing the information requested on the electronic application. Do not write "See resume" or "See attached." Failure to provide complete information will cause forfeiture toward employment with the City.

Applications must be submitted online. Hard copy application packets will not be accepted in lieu of applying through the online process. However, persons who believe they are qualified under the

Americans with Disability Act (ADA) may request a reasonable accommodation to participate in the recruitment process. The request must be received by Human Resources with sufficient time prior to the final filing deadline, to allow for the request to be considered through the interactive process.

Only complete applications submitted by the closing date for this announcement will be given consideration. Immediately after you submit your application you should receive an email that confirms that you successfully submitted an application for this position. Depending on your browsers security settings, be sure to check your junk mail folder for e-mail communications from the City of Urbana.

SELECTION PROCESS

Applications will be pre-screened for minimum qualifications to determine eligibility to participate. Those applicants invited to interview will be notified electronically at the e-mail address provided by each candidate through application process. Therefore, it is the applicant's responsibility to provide an accurate email address and to allow their inbox to receive emails in regard to this recruitment. In-person interviews are tentatively slated for early to mid-August.

The City of Urbana Welcomes Diversity!

We foster an environment that values and encourages mutual respect, inclusion of all people, and utilizing differences and similarities as an organizational asset. We welcome applications from diverse candidates and candidates who support diversity. EOE.

About the City of Urbana

Urbana is internationally distinguished as the home of the University of Illinois at Urbana-Champaign, the state's flagship public university and one of the preeminent research institutions in the world, and has also been recognized as one of the top ten high-tech communities in America by U.S. News & World Report, Newsweek, and Wired magazines.

Urbana is part of the Urbana-Champaign micro-urban community. The term "micro-urban" applies to population centers of 250,000 or less that possess a highly uncommon set of desirable attributes normally exclusively associated with much larger metropolitan centers. Among these are an internationally diverse population, a strong technology base, a vibrant arts/culture/entertainment scene, and animated public discourse on major societal and global concerns.



One of the greatest characteristics of Urbana is the outstanding quality of life and low cost of living. Because of its natural assets and college setting, Urbana offers residents a metropolitan feel with small-town charm. In recent years, Urbana has been cited by the National Home Builders Association as one of the top ten most

affordable housing markets in the United States. The City was also recognized in 2007 by the American Planning Association when the West Urbana Neighborhood was distinguished as one of the *Ten Great Neighborhoods* in the country. The highly ranked school districts, park district, library and award-winning mass transit district also highlight the community's dedication to excellence.

Notable Facts about Urbana

- Newsweek has recognized Champaign-Urbana as one of the "Hottest Tech Cities," noting that the University of Illinois "has more supercomputing 'Big Iron' than any other university in the United States.
- Urbana was recently named Number Ten on the first ever Top 25 Green Cities in America list released by Country Home magazine in conjunction with Sperling's BestPlaces. The list was based on qualities including air and watershed quality, mass transit usage, power usage, farmers markets, organic producers, and number of green-certified buildings
- The Urbana Free Library has been ranked in the top one percent of public libraries in Illinois and in the United States by American Libraries magazine.
- The City of Urbana has also been nationally recognized as "Tree City USA" since 1976.
- Urbana is an extremely well-educated community, with 32.9 percent of residents possessing a graduate degree or higher.

QUALITY OF LIFE

Education

An innovative school district, Urbana School District #116 offers special services, gifted programs, vocational training, college prep curriculum and more. Urbana High School has been recently recognized on the College

Board's AP Achievement List for increasing access to advanced placement-level classes.

Recreation

The Urbana Park District has grown to boast 22 parks and seven facilities, including a community center, an indoor miniature golf course, an outdoor pool in a beautiful wooded setting, an Indoor Aquatic Center and a Dog Park where dogs can run free without a leash. The parks are beautifully landscaped with pedestrian and bicycle trails, playground equipment, ball fields and more. Urbana is also home to Stone Creek Golf Course, Central Illinois' premier golfing facility, and the Urbana Golf and Country Club.

Arts & Entertainment



Downtown Urbana offers a thriving blend of restaurants, boutiques, specialty retailers and art galleries. On Saturdays in the summer and fall, downtown Urbana is transformed into the home to the Market at the Square, a downtown tradition since 1979. The City also offers a Gallery District in the downtown which features a variety of art galleries and boutiques catering to the unique and artistic.

In addition, Urbana offers a distinctive array of artistic and cultural opportunities such as the Krannert Center for the Performing Arts which hosts more than 300 performances a year in its four venues, ranging from the Mark Morris

Dance Group to the Vienna Philharmonic and Yo-Yo Ma.



For the sports fans, Urbana is the place to be! As a Division 1 school within the Big Ten Conference, the University of Illinois offers one of the nation's premier athletic programs, with plenty of exciting opportunities to watch some of the nation's elite college athletes; from renowned men's and women's basketball programs to the Illini football team and much more, there's something for the whole family nearly year-round.



And Much More

Urbana is proud to be a diverse, progressive community with strong leadership, pride, and a commitment to excellence and success. From schools and housing choice to entertainment and culture, Urbana is pleased to offer an array of choices for a variety of backgrounds and lifestyles.

Photos courtesy of the City of Urbana, Illinois and the University of Illinois' Division of Campus Athletics.