

MABAS (Mutual Aid Box Alarm System)-Illinois

Contract Position Description

SPECIFIC SKILLS AND RESPONSIBILITIES FOR THE CONTRACT POSITION OF:

Job Title: Chief Executive Officer

Effective Date: 8/15/2007

Position: Full-Time Contractor Services

Compensation: As determined by the MABAS Executive Board

Position Overview:

- Knowledge and working understanding of ITTF, DHS, and UASI programs and processes.
- Proven track record of successes.
- Ability to envision concepts and transform them into reality and functional programs.
- Experience in briefing high level government officials and testifying before government boards.
- Has a demonstrated understanding of MABAS as a system and awareness of mutual aid issues nationally.
- Ability to manage programs and budgets.
- Demonstrated ability to lead people.
- Demonstrated ability to write and speak.

Essential Job Responsibilities:

- Reports to and takes direction from the MABAS Executive Board and its elected officers.
- Recommends policy and procedures to the MABAS Executive Board (MABAS Leadership Team).
- Prepares agendas for the MABAS Executive Board Meetings.
- Manages the MABAS annual budget and prepares annual budgets for the MABAS Executive Board.
- Manages the day-to-day MABAS Functional Staff and its staff assigned specialists.
- Appoints MABAS staff specialists and develops procedures where appropriate authority to hire, transfer, or release contractors to MABAS.
- Representative for MABAS Illinois to all state, federal, county, local governments, and sole coordinator of grant pursuit and grant administration.
- MABAS representative to IAFC, DHS, FEMA, IFCA, ILEAS, IDPH, IEMA and other such agencies – or as CEO may select to delegate.
- Provide the MABAS Executive Board with a monthly and annual status report.
- Responsible to Executive Board policy as directed.
- Responsible to manage all MABAS Executive Board activities, programs, initiatives as appropriate.
- Responsible for development of the MABAS mission and vision statement, and gain Board approval. Once complete, initiate goals and objectives targeted at achieving same.
- Represent MABAS at conferences, seminars, symposiums and the like when in the best interest of MABAS and its membership.
- Authority to retain additional hourly contractual assistance as needed for project task completion.

NOTE: This contractor job description is not intended to be all-inclusive. Individual may perform other related duties as negotiated to meet the ongoing needs of the organization.