

MABAS (Mutual Aid Box Alarm System)-Illinois

Contract Position Description

SPECIFIC SKILLS AND RESPONSIBILITIES FOR THE CONTRACT POSITION OF:

Job Title: Deputy Chief Executive Officer

Effective Date: 8/15/2007

Position: Full-Time Contractor Services

Compensation: As determined by the MABAS Executive Board

Position Overview:

- Main function is to oversee and supervise the Operational Branch Chief assigned to MABAS-Illinois.
- Experience in state and federal grant management.
- Manages the ITTF and DHS MABAS Awarded Grant Program and all applicable state and federal compliance requirements.
- Understands the state and federal DHS/ODP grant compliance and reporting requirements.
- Manages all budgets associated with MABAS related grants.
- Demonstrated ability to write procedures and reports.
- Audits and validates all grant reimbursement requests.
- Acts as liaison with IEMA and ITTF regarding all grant and budget related matters.
- Manages the receipt, training and deployment of new field equipment and systems.

Essential Job Responsibilities:

- Reports to MABAS Chief Executive Officer and serves at CEO's direction.
- Liaison with IEMA, ITTF, and DHS on all matters of grant and funding management with MABAS.
- Maintains records required for grant compliance and grant audit requirements.
- Coordinates and plans all MABAS conferences, their records, costs, payments, etc.
- Coordinates the use of all grant funds and mandates compliance with all MABAS specialists and field divisions/departments.
- Reviews and approves all grant expenditures in cooperation with MABAS Finance/Administration Specialist.
- Reviews and understands all DHS grant procedures, rules, policies for fund use.
- Coordinates with IEMA staff all DHS grant administration.
- Recommends policy for the Chief Executive Officer and MABAS Board to consider for adoption.
- Acts in the Chief Executive Officer's behalf when needed. Position is second in command within the executive staff of MABAS.
- Receives direction from the Chief Executive Officer of MABAS.
- Accepts committee liaison assignments and provides staff support for same.
- Deploys ongoing field maintenance calibration and time sensitive expiration contracts to field equipment.

NOTE: This 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.