

# MABAS (Mutual Aid Box Alarm System)

<b><i>SPECIFIC SKILLS AND RESPONSIBILITIES FOR THE POSITION OF:</i></b>
<b><i>Job Title: Intelligence Specialist Branch Chief - STIC</i></b>
<b><i>Position: Full-Time Salaried</i></b>
<b><i>Compensation: Salary Range - \$80,000 to \$100,000</i></b>

Funding Source(s) SHGP Grant Funds 100%

Position Overview:

- Subject matter expert on fire and emergency operations.
- Perform analysis of situational awareness reports gathered from fire/emergency services partners and other sources of information.
- Provide situational analysis to the Illinois Emergency Management Agency and STIC along with other homeland security partners.
- Provide situational awareness to MABAS leadership and all MABAS Divisions.
- Act as liaison between MABAS and IEMA during emergency situations.
- Position is in Springfield, Illinois. Work hours are normally Monday through Friday 0830 to 1700 hours but may change due to operational needs. Work under supervision and direction of the Statewide Terrorism and Intelligence Center (STIC).

Essential Job Responsibilities:

- Prepare site-specific risk assessments and provide fire service-based perspective in the creation of these risk assessments.
- Partner with local, state, and federal public safety personnel to integrate and analyze information received into actionable intelligence that is tailored to the protection of the Homeland.
- Coordinate intelligence and information sharing dissemination lists with the Statewide Terrorism and Intelligence Center (STIC).
- Network with the MABAS Fire Service Liaison Officer at the Cook County DEMRS.
- Assist in providing outreach to the fire service to continue the education and demonstration of what, how, when, and to whom they should report suspicious activities to appropriate partners and agencies.

Education and Experience Qualifications:

- Requires completion of a bachelor's degree or commensurate experience.
- Commensurate experience is defined as Chief or other Command Officer experience fire/emergency medical or emergency management operations.
- Completion of appropriate FEMA NIMS Incident Command courses.

Desired Knowledge, Skills and Abilities:

- Requires working knowledge of Windows based IT environments and common applications for word processing, charting, database, and spreadsheet manipulation.
- Ability to analyze, compare and interpret intelligence and draw conclusions.
- Ability to establish and maintain constructive working relationships with coworkers, fire/emergency services personnel, and other homeland security partners.

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.
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- Ability to organize information from a variety of sources and prepare written and electronic reports.
- Willingness to pursue continuing analytical education and professional development. Seek certification by an agency or organization specifically developed for intelligence analysts.
- Requires a valid driver license and the ability to travel to collect information and conduct briefings.
- Requires the ability to pass a background investigation and obtain Federal security clearance.

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