

MABAS (Mutual Aid Box Alarm System)

Position Available

Administration Section Chief

Mutual Aid Box Alarm System (MABAS) located in Wheeling, Illinois is recruiting for a full-time Administration Section Chief. This position oversees the daily finance and administrative operations of all statewide MABAS activities and reports to the MABAS Chief Executive Officer.

Successful candidates should possess a good working knowledge of MABAS operations.

Work hours for this position will be Monday – Friday 40 hours per week and on-call for emergencies as needed. The position works out of the MABAS Readiness Center in Wheeling, IL. Salary range for this position is \$90,000 to \$135,000. Starting pay is dependent on qualifications and experience.

MABAS does not provide benefits such as pension, health or life insurance. MABAS and the employee do contribute to FICA and Medicare as well as deductions for Federal and State taxes.

Interested candidates may send a letter of interest via mail, fax or e-mail by October 1, 2025 to:

Bernie Lyons, Section Chief - Administration
Mutual Aid Box Alarm System
233 W Hintz Road
Wheeling, IL 60090

847.403.0500 (Office)
847.215.1875 (Fax)
lyons@mabas-il.org

MABAS (Mutual Aid Box Alarm System)

<i>SPECIFIC SKILLS AND RESPONSIBILITIES FOR THE POSITION OF:</i>	
<i>Job Title: Section Chief - Administration</i>	
<i>Position: Full-Time</i>	<i>Pay Range \$90,00 - \$135,000 per year</i>

Funding Source: 100% SHGP Grant Funds.

Position Overview:

- Experience in state and federal grant management.
- Experience in creating and managing budgets.
- Understands the ITTF and DHS MABAS Awarded Grant Program and all applicable state and federal compliance requirements.
- Understands the state and federal DHS grant compliance and reporting requirements
- Demonstrated ability to write procedures and reports. Creates and manages spreadsheets.
- Audits and validates many grant reimbursement requests.
- Oversees costs associated with field activities.
- Supervises MABAS administrative functions and assigned staff.

Essential Job Responsibilities:

- Reports to the MABAS Chief Executive Officer and serves at the CEO's direction.
- Liaison with IEMA, ITTF and DHS on all matters of grant funding management with MABAS.
- Coordinates and plans all MABAS conferences.
- 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 personnel.
- Reviews and understands all DHS grant procedures, rules and policies for fund use.
- Recommends policy for the Chief Executive Officer and MABAS Elected Board to consider for adoption.
- Acts in the Chief Executive Officer's behalf when needed.
- Receives direction from the Chief Executive Officer of MABAS.
- Accepts committee liaison assignments and provides staff support for same.
- Provides daily direction to administrative staff.

Additional Duties and Responsibilities:

- Develop and implement Homeland Security support programs that are based on national preparedness guidelines, NIMS requirements, credentialing, incident management systems and NRF supported response protocols. Enhance mutual aid systems, improve

- field interoperability, inventory and asset tracking and control resource inventory/typing standardization. Prepare materials for state and county preparedness reports.
- Submit and prepare materials for State and County Preparedness Reports.
 - Reports to MABAS Chief Executive Officer.
 - Manages and administers all aspects of MABAS budgets and matters of finance.
 - Coordinates and controls the MABAS purchasing policy, purchase order process, invoice receipts due process and the like.
 - Coordinates all insurance coverage matters associated with the MABAS Executive Board policy.
 - Single point of coordination of all MABAS reimbursements with IEMA, FEMA, UASI and the like.
 - Provides internal audits and coordinates external audits of MABAS and its financial records.
 - Coordinator and collector of all MABAS accounts receivable.
 - Coordinator of MABAS member agency dues billing and payment process.
 - Provides monthly and annual financial reports regarding financial status of MABAS.
 - Accepts committee liaison assignments and provides staff support to same.
 - Provides oversight to MABAS accounting contractors.

<p>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.</p>
