



POSITION DESCRIPTION

The South Suburban Association of Chiefs of Police (SSACP) is seeking to fill the position of Administrative Director (AD) of the three mutual aid teams (SSMCTF, SSERT, SSMART) operating under the auspices of SSACP. The position of Administrative Director will be a contract consultant position of the SSACP and not an employee of SSACP.

The AD will work at SSMCTF task force headquarters located at 107th and Oak Ave. in Chicago Ridge and will report directly to the Chairman of the mutual aid teams and be reviewed annually.

South Suburban Major Crimes Task Force (SSMCTF)

The mission of the SSMCTF is to provide comprehensive investigative services to the fifty-eight member communities for major crimes and homicides. The SSMCTF is organized into divisions headed by the ISP and CCSPD respectively. Approximately 150 investigators are assigned to the task force. The Chairman is Chief Tim McCarthy of the Orland Park Police Department.

South Suburban Emergency Response Team (SSERT)

The mission of the SSERT is to provide highly trained officers to respond to hostage/barricade situations and to serve high-risk warrants. SSERT currently has over thirty member communities and have an MOU with the CCSPD, HBT teams for assistance and training purposes. Chief Tom Folliard of the Hazel Crest Police Dept. is Chairman of the SSERT.

South Suburban Major Accident Reconstruction Team (SSMART)

The mission of the SSMART is to provide highly trained and well-equipped officers to the thirty member communities for accident reconstruction services in fatal or extremely severe accidents where death is likely. Deputy Chief Dale Gustafson of the Homewood Police Dept. is the Chairman of the SSMART.

Qualifications

- A. It is desirable but not mandatory that the AD applicant have extensive management experience in an agency that is a member of the SSACP.
- B. The AD must have a strong administrative background to include the ability to use common word processing, spreadsheet, and training computer programs.
- C. The AD must be able to work well under the supervision of the respective mutual aid team chairman.
- D. The AD should have some experience relating to the work of the mutual aid units.

Duties

- A. Budgeting
- B. Records Administration
- C. Grants
- D. Policy Reviews
- E. Internal Audits
- F. Attendance Records
- G. Inventories
- H. Equipment Management, Maintenance and Acquisition
- I. Fundraising Assistance at Mutual Aid Unit Special Events
- J. Manage Daily Activities
- K. Other Duties as Directed
- L. Set up and maintenance of training files for all mutual aid teams.

Compensation

The AD will be paid \$25.00 per hour to a maximum of \$20,000.00 per year or approximately 16 hours per week. The AD will work a minimum of two days per week.

Application Process

Applicants will forward their resume via email to Chief Tim McCarthy at the Orland Park Police Department (timccarthy@orland-park.il.us) no later than 3/1/10.

The resumes will be reviewed by a committee made up of Chief Tim McCarthy, OPPD; Chief Tom Scully, OHPD; Chief Tom Folliard, HPD; former Chief Frank Gilbert, OLPD; and Deputy Chief Dale Gustafson, HPD.

The committee will set a date in March 2010 for applicants to meet with the committee (not mandatory) to answer any questions that the applicant may have.

The committee will conduct interviews of selected applicants and forward the resumes of the most qualified to the SSACP Executive Board.

The president of the SSACP will appoint the AD with the approval of the Executive Board at the April Executive Board meeting.

The selected candidate is expected to begin their duties no later than May 1, 2010.