



Naperville

EXTERNAL

EMPLOYMENT OPPORTUNITY

Job Title: Deputy Director of Administrative Services

Closing Date: Open Until Filled

Salary: Full range for the position: \$88,109 - \$148,404; salary commensurate with experience

Job Type: Full-Time

Location: Police Department - 1350 Aurora Avenue, Naperville, Illinois

Department: Police Department

Job Description:

The City of Naperville Police Department is seeking a Deputy Director of Administrative Services to plan, organize, and lead the personnel of the Communications Section, Records Section, Accreditation and Public Safety IT. This position serves as a member of the Chief of Police’s Management Team and will be instrumental in managing and overseeing the completion of various projects for the Police Department such as: Next Generation 911 System, First Net Communication System, National Incident-Based Reporting System (NIBRS), Computer Aided Dispatch (CAD), Records Management System (RMS) and Radio Communications System upgrade.

This is a civilian (non-sworn) position reporting directly to the Chief of Police.

Responsibilities:

The Deputy Director will lead the operations, projects and employees of the Communications Section, Records Section and Accreditation. Additionally, he/she will manage complex technical projects in conjunction with the Public Safety IT division. The position will directly supervise 4-7 employees and is indirectly responsible for approximately 50-60 employees.

The Deputy Director will coordinate and direct division activities, develop divisional goals, and supervise, train, and coach subordinates. The selected candidate will be responsible for the preparation and administration of the division budget. The position will work closely with other City staff in completing cross-functional projects and initiatives.

Although the Deputy Director will work a Monday thru Friday schedule, due to the nature of police work and the areas of responsibility, the selected individual must be flexible and responsive to work-related matters which may occur 24 hours/day, 7 days/week.

Qualifications:

Bachelor’s degree in Public Administration, Law Enforcement or related field is required; Master’s degree is preferred. A minimum of seven years’ experience in public safety management is required; Also required is a valid Illinois Class D Driver’s License. Previous experience managing a 911 center is preferred, as is experience with FOIA, CALEA standards and practices, and working within a union environment.

The ideal candidate will have impressive ability and experience to manage large-scale, technical projects utilizing solid project and team management principles and techniques. The selected candidate must have strong leadership and supervisory skills; outstanding verbal and written communication skills; the ability to effectively manage conflict; and foster collaboration among team members, other City staff and the public.

Additional Information:

The City of Naperville, Illinois is a dynamic community of 146,000 residents, conveniently located 28 miles west of Chicago. Various publications have named Naperville as one of the best cities in the United States in which to live. The City has gained national recognition for our family-friendly environment, excellent schools and library system, low crime rate, and vibrant downtown area. It’s also a great place to work! Our municipal government employs over 900 dedicated individuals in a wide range of job categories. In return for your “*great service all the time*,” we’ll provide you with a dynamic & collaborative working environment, a forward-looking leadership team, and a competitive benefits package.

APPLY ON-LINE AT:

<http://www.naperville.il.us/careers/>



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THE CITY OF NAPERVILLE IS AN E. O. E.

The City of Naperville complies with the Americans with Disabilities Act (ADA). Individuals needing accommodations in the recruitment process should notify Human Resources in advance at (630) 305-7066.