The City of Crystal Lake, Illinois



Invites your interest in the position of

Deputy Fire Chief of Administration & Support Services

AN EXCEPTIONAL OPPORTUNITY



This is an exceptional opportunity to provide future vision and guidance to the Fire Rescue Department in the largest community of McHenry County.

The current Deputy Fire Rescue Chief will be retiring after 30 years of service with the City. The second Deputy Chief position is a newly created position and approved by the City Council for 2025.

Crystal Lake is a city with a rich history, rewarding quality of life and tremendous community spirit. With its high quality retail, residential and service sector development, Crystal Lake has been a major economic engine in Northeastern Illinois for the past decade.

Located 50 miles northwest of Chicago, Crystal Lake residents enjoy the many employment, cultural, and recreational opportunities of a major metropolitan city, yet live in a pleasant, small-town atmosphere.

Originally incorporated as a farming village in 1874, Crystal Lake became a City in 1914 and has retained its charming historical downtown as a reminder of its rural beginnings. While retaining its own unique civic identity, Crystal Lake is more suburban in character and is a residence of choice for many who work in the Chicagoland area.

The City's population in 2020 was 40,269. The City encompasses 18.7 square miles of land with 15,176 households, an average household income of $106,989 and a median home price of $227,300.

THE POSITION

Under the general direction of the Fire Rescue Chief, the Deputy Chief of Administration & Support Services provides leadership and direction of the activities of Administration, Risk Management, and Support Services, through appropriate Command Staff.

CANDIDATE CRITERIA

- Bachelor of Science or Bachelor of Arts Degree with progressive experience in fire department leadership and seven years minimum of supervisory level experience in a full time career department are required;
- ICS 100, 200, 300, 400, 700, and 800 required.
- Thorough knowledge of the principles and practices of modern fire department administration, fire investigations, fire prevention and education, and evaluation of fire equipment and fire codes;
- Ability to plan, implement, and direct programs, operations, and activities including employee training and development, and fire prevention and investigation activities.
- Exceptional communicator with outstanding analytical, written and verbal communication, as well as presentation skills; handles sensitive situations with tact and diplomacy, provides clear expectations and fosters a culture of personal accountability; effectively present ideas, solutions and/or recommendations; prepare clear and concise reports and instructions;
- Ability to establish and maintain effective working relationships with civic and official groups and the public, as well as to command and hold the respect and discipline of subordinates.
- Ability to build strong and cohesive relationships with the workforce, labor groups and internal/external stakeholders;
- Demonstrates the ability to analyze, interpret and effectively identify and solve problems; makes informed decisions, and successfully addresses complex organizational challenges; provides/implements creative solutions and provides direction by clearly and effectively setting courses of action;
- Has patience and perseverance to foster a vision and direction for the Department; seeks "best practices" and trends for continued growth and relevance;
- Well-versed in community engagement; will exhibit a passion for providing excellent customer service while maintaining strong connections to the community and respecting the importance of two-way communication with internal and external stakeholders.

Desirable Attributes Include:

- A **visionary** with the highest integrity, who believes in transparency, promotes high ethical values, and works well with the Fire Rescue Chief, City Manager and Department Directors, and the community;
- An **innovator** who is current on technology and committed to utilizing it to its fullest;
- A **leader** who is confident, focused, and approachable, an inclusive, strategic thinker focused on the best interest of the organization, the Fire Rescue Department, and the City of Crystal Lake;
- A **professional** who demands excellence and will be a positive public face of the Department, is well-respected by the Fire Rescue staff, and is an effective organizer;
- A **collaborator** with other City departments and the business community to achieve success for the organization and the community in addition to being a problem solver;
- A **mentor** who is committed to regular training and career development for self and all staff members; and
- A **motivator** who maintains a high-energy atmosphere of teamwork where work is productive and enjoyable, and provides employees with information, resources, and incentives, as well as a respectful and fair work environment.

DEPARTMENT FACTS

The Crystal Lake Fire Rescue Department has four special teams:

- TRT
- Dive Rescue
- Sonar
- Hazardous Materials

Apparatus includes:

- 6 ALS Ambulances (4 frontline and 2 reserve)
- 5 Engines (3 frontline and 2 reserve)
- 1 Tower Ladder (108 feet)
- 1 Water Tender (3,000 gallons)
- 1 Brush Truck
- 2 Rescue Boats
- Several staff and support vehicles

Other Notable Items:

- ISO Class 2
- Active Fire Prevention Bureau
- In the process of working towards accreditation

The 911 dispatching of the Crystal Lake Fire Rescue Department is coordinated with Southeast Emergency Communications (SEECOM).





JOB DUTIES/RESPONSIBILITIES

- Establishes and maintains effective working relationships with the Fire Rescue Chief, City Manager, City Department Directors, business and community groups, other organizations, state and federal officials, and representatives of the news media and public;
- Assists in promoting a climate of positive labor-management relations, developing respect and trust with the personnel of the department, and provide responsible leadership toward resolving issues of concern and grievances whenever possible;
- Plans, supervises, and directs training, community risk reduction, public education, building and equipment maintenance, and personnel activities; reviews work schedules; interprets and enforces rules, regulations, and policies;
- May assume command at emergency incident scenes, directs the disposition of personnel and equipment until relieved by the Fire Rescue Chief;
- Assists in the preparation of the Department annual budget; assuring the quality, accuracy, timeliness, completeness, and compliance with local, state, and national standards;
- Analyzes administrative procedures and methods towards establishing modern practices, including utilization of computer technology for administrative and operations applications;
- Exercises purchasing and budgetary control under the direction of the Fire Rescue Chief and has oversight of department payroll and liaison with Finance.
- Evaluates employee performance; institutes and recommends personnel actions; recommends training of personnel; directs investigations of citizen complaints directed toward department personnel.
- Models for staff that all work performed in the Fire Rescue Department meets the City's high standards for customer service, accuracy, quality, and efficiency;
- Directs activities of the Fire Rescue Department to ensure that appropriate communication and coordination of efforts occur with other departments of the City and all other state and federal agencies;
- Dedicates all efforts so that the City's mission, goals and objectives are fully initiated and supported
- May serve as the Department's Accreditation Manager
- May serve as Acting Fire Chief in his/ her absence
- Performs other duties and responsibilities as assigned.



QUALITY OF LIFE

With over one thousand acres of dedicated parks and open space, residents and visitors can enjoy golf, tennis, baseball, football, swimming, cycling, and hiking in well-maintained, accessible areas. The Three Oaks Recreation Area provides swimming, hiking, fishing, boating, and more, in a unique natural environment with pristine clear waters.

Crystal Lake is home to one of the highest-rated elementary and high school districts in the State of Illinois. Students can take advantage of the higher learning opportunities offered by McHenry County College.

Numerous entertainment opportunities exist in Crystal Lake. Live theatrical performances, concerts, and other cultural events are regularly held at the Raue Center for the Performing Arts. Numerous area restaurants allow patrons to enjoy the meal of their choice before or after shows. Shoppers can patronize a variety of stores and service providers that range in size from small independents to large nationally-recognized chains.

The City of Crystal Lake is a regional leader in the areas of planning, growth management, and municipal services. The City offers residents a variety of excellent, high-quality programs and services at one of the lowest municipal tax rates in the area.

ABOUT THE DEPARTMENT

The City of Crystal Lake's Fire Rescue Department, founded in 1913, operates three stations located throughout its 51.2 square mile service territory, which also includes the Village of Lakewood and the Crystal Lake Rural Fire Protection District. The resident population served is nearly 56,000 based on the 2020 census.

Services provided include fire protection, emergency medical care (Advanced Life Support), fire inspections, public education, and special team response such as hazardous materials, dive rescue, trench, confined space, rope, and structural collapse.

The fire rescue department maintains an approved full-time professional staff of 75 full-time personnel, including 71 sworn members and four civilian support personnel. The IAFF represents the Battalion/Bureau Chiefs, Fire Lieutenants and Firefighter/Paramedics.



The City of Crystal Lake's Fire Rescue Department service area includes four U.S. highways, a railroad (Union Pacific), multiple bodies of water, and McHenry County College.

The Crystal Lake Fire Rescue Department also works in partnership with surrounding jurisdictions to maintain appropriate levels of emergency response through automatic response and mutual aid programs. The Department also operates its own Emergency Operations Center.

Crystal Lake is an easy drive from O'Hare International Airport. The business community benefits from the triangular network of State highways (Routes 14, 31, and 176) and is close to Interstate I-90. The Union Pacific rail line provides easy access to downtown Chicago through the Metra commuter rail service, operated out of two commuter train stations.



FIRE RESCUE DEPARTMENT

General Facts:

- In 2024, responded to 7,586 calls for service.
- In 2024, staff completed over 12,000 hours of training.
- In 2024, conducted 490 plan reviews and hosted 16,441 attendees at public education events.
- The department's budget for 2025 is $12.9 million.

MISSION STATEMENT

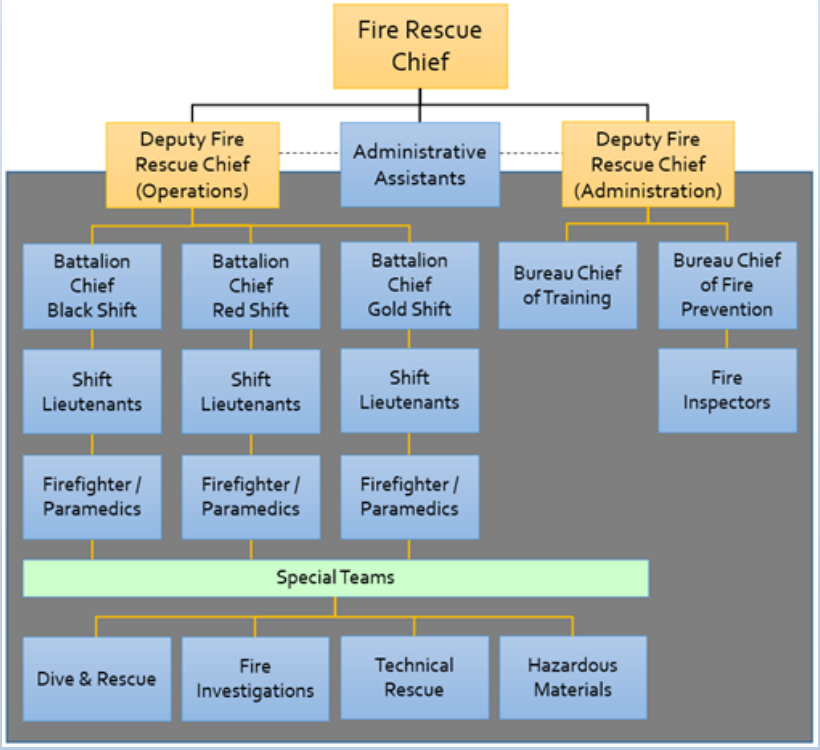
The Crystal Lake Fire Rescue Department through its highly motivated and skilled team of professionals is committed to establishing services designed to protect life and property, improving service through professional interaction, and providing the best possible service to the community.

CITY GOVERNMENT

The City of Crystal Lake operates under the Council-Manager form of government. Under this plan, the administrative responsibility of the City is centralized in an appointed professional manager. The seven-member legislative body, the City Council, is comprised of the Mayor and six Council Members elected at-large by the Crystal Lake citizenry. The Mayor and City Council are responsible for creating City laws and setting policy direction. Once the Mayor and City Council create a policy or approve a course of action for the City, the City Manager is responsible for executing/implementing the policy.

The City administrative organization is comprised of a number of professionally staffed functional units: *Administration*: City Manager's Office, Information Technology, Human Resources, and Finance; *Public Works:* Engineering, Water and Sewer, Wastewater, Fleet and Facility Services, and Streets; *Community Development:* Planning, Building, and Economic Development; *Public Safety:* Fire Rescue and Police; and *Three Oaks Recreation Area*. The City is a full-service municipality with an AA+ bond rating. The City has a current annual budget (all funds) of over $156 million, with over 370 full-time, part-time and seasonal personnel. Teamwork and cooperation between departments is highly valued, with all Departments enjoying particularly strong relationships.

ORGANIZATIONAL CHART



CITY OF CRYSTAL LAKE – AN EXCEPTIONAL OPPORTUNITY

COMPENSATION AND BENEFITS

The 2025 Fiscal Year salary range for this position is $123,040-$182,875, with an anticipated starting salary around $160,000, commensurate with knowledge, skills and experience.

The City of Crystal Lake provides an excellent fringe benefit package to its full-time employees that includes medical, dental, vision and prescription benefits, life insurance coverage, professional development programs, and more.

Please see the Crystal Lake city website at www.crystallake.org for additional information regarding the community.

HOW TO APPLY

Interested individuals should submit an application package, including a letter of interest, resume, three professional references, and a completed application to Julie Meyer, Director of Human Resources. The employment application and requested attachments can be completed online via the 'Employment' tab at www.crystallake.org. **Application deadline is Friday, April 25, 2025.**

Finalists will be invited for on-site interviews, which are anticipated to be held beginning the week of May 5, 2025. A comprehensive reference check and background investigation will be conducted by the City of Crystal Lake on the selected candidate, with a projected hire date of June 30, 2025.

For additional information on this exceptional opportunity, please contact:

Julie Meyer, Director of Human Resources
City of Crystal Lake
100 W. Woodstock Street
Crystal Lake, IL 60014
Voice: 815-356-3653 / Fax: 815-356-3690
Email: jmeyer@crystallake.org

The City of Crystal Lake is an Equal Opportunity Employer. The City of Crystal Lake does not discriminate on the basis of race, color, religion, creed, sex, age, marital status, national origin, sexual orientation, military status, gender identity, or disability in employment or the provision of services.





