NORTHERN ILLINOIS TRAINING ADVISORY BOARD
Mobile Training Unit 2 (MTU2)

Job Title: Executive Director
Department: Mobile Training Unit 2
Reports to: Mobile Training Unit Advisory Board
Starting Annual Salary: $55,00-$70,000 (based on qualifications and experience) plus generous benefit package

SUMMARY:
The Director will work with local law enforcement agencies and the Illinois Law Enforcement Training and Standards Board for the purpose of determining and providing the training needs of local law enforcement and corrections personnel, schedule classes and instructors, establish and manage MTU budget, supervise office staff, and perform related administrative duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Determine the training needs of local law enforcement and corrections personnel and schedule classes to meet those needs as directed by the Mobile Training Unit.
2. Hire, supervise, and evaluate training instructors and office staff and train in methods and procedures.
3. Collect necessary data and prepare reports and grants to be submitted to the State Training Board in an accurate and timely manner.
4. Develop and monitor budgets, maintain budget records, and review and approve expenditures.
5. Authorize and supervise expenditures of state grant.
6. Maintain the meeting minutes of the Mobile Training Unit and all records pertaining to that Board.
7. Prepare reports of Mobile Training Unit classes and activities for the Mobile Training Unit.
8. Prepare necessary materials as requested for the annual audit.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The employee may occasionally be exposed to outside weather conditions. The employee occasionally works evenings or on weekends. The noise level in the work environment is usually moderate.

DESIRABLE KNOWLEDGE AND SKILLS:

Knowledge of the principles of administration
Excellent oral and written communication skills
Knowledge of budgeting and grantsmanship procedures
Experience working with city and county elected officials, law enforcement agency heads, line police officers and state agencies.

SUGGESTED TRAINING AND EXPERIENCE:

3 years experience in criminal justice field
B.A. or B.S. degree preferred

Submit application, resume and any other documents to nitab@nitab.org by April 1, 2021.
LINK TO APPLICATION