



City of Joliet

150 West Jefferson Street
Joliet, IL 60432

Memo

File #: 385-22

Agenda Date: 8/2/2022

TO: Mayor and City Council

FROM: James V. Capparelli, City Manager

SUBJECT:
Position Vacancies

BACKGROUND:

For your consideration is the following position:

Administration - EMA Coordinator/Training Facility Director (Position Code #NEW): This vacancy represents an unfilled position from the Fire Department (part-time, derived from Ordinance No. 6707, Sections 9/1-15, Adopted 6/21/77) that has been combined with a new training role. The administration is requesting one (1) EMA Coordinator/Training Facility Director. This position is a skilled coordinator of emergency services during periods of distress and is a facilitator for special projects. Since Joliet is accredited by the State of Illinois, the EMA Coordinator is also responsible for meeting local, State, and Federal requirements in order to continue receiving Federal funding for Emergency Services. The Training Facility Director monitors facility operations and directs the planning, design, and implementation of training programs, assesses, and identifies training needs, maintains a consistent culture regarding training, and manages and directs employee training.

Please note that the EMPG (Emergency Management Performance Grant) will supplement 50-percent of wages of full-time EMA positions. This is garnered through the state via FEMA funding. Since a portion of this role represents a new position, a job description is attached.

RECOMMENDATION:

It is recommended the Mayor and City Council authorize the City Manager to fill this position as well as any subsequent vacancies that may occur.