

## **Northeastern Illinois Regional Crime Laboratory**

**Executive Director** (Position available until filled)

**Salary** \$160,000-\$190,000 commensurate with experience

### **To Apply**

Submit Application <https://docs.google.com/document/d/10n4psHKjLkjTD0OatWvn54isj2tsv4mC/edit> and Resume to Chief Mike Simo [msimo@mortongroveil.org](mailto:msimo@mortongroveil.org) by October 4, 2024. Interviews of qualified candidates will be scheduled shortly thereafter.

### **The Organization**

The Northeastern Illinois Regional Crime Laboratory was established in 1968 by five North-Shore police departments. In March 2022, the laboratory relocated to a newly designed laboratory space of 11,000 sq. ft. in Mundelein, IL. This internationally accredited (ANAB) laboratory provides nearly a full range of forensic services to a membership of 59 law enforcement agencies (LEAs) representing 1.6 million citizens in 6 counties in the greater Chicagoland area. The laboratory is staffed by 15 highly trained and educated forensic scientists who conduct testing in Drug Chemistry, Toxicology (DUI), Latent Prints, Firearms, Toolmarks, Footwear and Tire Track Impressions and in Biology/DNA (see recent Brochure [here](#)).

The Executive Director reports regularly to a very supportive Executive Board made up of five Police Department Chiefs elected by the membership of the laboratory biannually. A Board of Directors, made up of the Executive Board and eleven Trustees who are appointed by the Executive Board, are charged with approving the laboratory budget annually.

This ideal organizational structure provides a large degree of flexibility in how the laboratory is successfully managed.

### **Responsibilities**

The Executive Director, also temporarily serving as the QA Manager, works closely with a team of two experienced scientists who are acquiring leadership and management skills through external leadership training and from their new roles within the laboratory. The Executive Director and Leadership Team work closely to manage the day-to-day operations of the laboratory.

The Executive Director is responsible for:

- Ensuring that accurate, objective, and timely forensic services are provided to member LEAs.
- Ensuring that Accreditation of the laboratory and proficiency of the staff is maintained.
- Professional and scientific development for the laboratory staff.
- Business operations of the organization including:
  - Managing appropriate Business/Liability Insurance
  - Facility infrastructure such as, IT, phones, LIMS, security, general maintenance
  - Banking, budgets, accounts payable/receivable, bookkeeping, annual fiscal audits
  - Overall grant responsibilities (federal and state)
  - Communication with laboratory staff and membership agencies

- Managing growth of the laboratory
- Manage annual drug and gun destruction services for member LEAs
- Ensuring training in Latent Print and Impression Evidence Collection to member LEA staff
- Provide other trainings as necessary to a variety of criminal justice partner organizations.
- Provide Quarterly Reports of laboratory operations.
- Maintain informative website [www.nircl.org](http://www.nircl.org)
- Human Resources
  - Personnel development, safety, evaluation, pay, discipline, maintenance of the Employee Handbook,
  - Payroll and retirement benefits
  - Health benefits
- Regular participation in state and national forensic science organizations
  - ASCLD
  - IL Forensic Science Commission

### **Minimum Qualifications**

- A Bachelor's of Science degree in Biology, Chemistry, or closely related scientific field.
- Eight years of forensic laboratory experience with 3 additional years of supervisory/management responsibilities.
- All experience must have been acquired in an accredited laboratory.

### **Preferred Qualifications**

- A Bachelor's of Science degree in Biology, Chemistry or closely related field and an advanced degree in one of these areas or in business or public administration.
- Ten years of forensic laboratory experience with 5 additional years of supervisory/management responsibilities.
- All experience must have been acquired in an accredited forensic laboratory.

### **Knowledge, Skills, and Abilities**

Knowledge and detailed understanding of

- forensic quality assurance processes and accreditation requirements.
- probative value of forensic evidence
- human resource management
- grant management
- business practices
- personnel development

Exceptional verbal and written communication skills.

Ability to work collaboratively and to effectively manage laboratory operations as well as the high expectations of the laboratory's criminal justice partners.

### **Benefits**

Medical and Dental PPO plans

Vision reimbursement plan

Life Insurance (\$50,000) with supplemental insurance available

Accidental Death and Dismemberment insurance

Employee Assistance Program

401(k) plan (including Roth option). Laboratory contributes a maximum of 10% of salary if employee contributes 4%.

Retirement Health Savings (Reimbursement) Plan which can be used for insurance premiums upon separation of employment. Laboratory contributes \$800/yr and employee contributes \$400/yr. Once an unused sick leave threshold is reached, unused sick time is bought out annually with contributions to the RHS plan.

Vacation time that accrues at 10 hrs/mo

Sick time that accrues at 8 hrs/mo.

10 paid holidays/yr

Background Investigation will be done on candidates in the final stages of the hiring process.