

## COUNTY OF COOK



**Bureau of Human Resources**  
118 N. Clark Street, Room 840  
Chicago IL 60602

Job Code: 5550  
Job Title: Chief Deputy Director  
Salary Grade: 24  
Bureau: Office of the President  
Department: Homeland Security & Emergency Management  
Dept. Budget No. 265  
Position I.D. 1001004  
Shakman Exempt

### **Characteristics of the Position**

#### **General Overview**

Reports directly to the Executive Director of Cook County DHSEM and provides support to the Executive Director in the overall operations and administration of Cook County Homeland Security and Emergency Management activities. This includes all DHSEM programs; participates in the development of DHSEM policy and procedures, oversees DHSEM emergency management response activities, policies and procedures. Participates in recovery, mitigation and preparedness efforts and coordinates interaction between local first responders and local elected officials and state/federal cooperators for Cook County. The Chief Deputy DHSEM Director will hold a leadership role in assisting Executive Director with the long range planning and the response functions for Cook County's Homeland Security and Emergency Management initiative and will aid in the day to day management of the staff and all functional administrative and operation areas of the Cook County DHSEM. Additionally, the Chief Deputy DHSEM Director will assist in emergency management planning and aid in the implementation of public awareness, preparedness and training programs as they relate to emergency management activities. The Chief Deputy DHSEM Director shall assist in the timely planning, development, maintenance and updating of the Cook County Emergency Operations Plan and will assist any other Cook County governmental agency that shall be required to develop an Emergency Operational Plan to ensure that all planning and developmental activities meet and are included in the overall Cook County EOP structure along with the latest National Incident Management Systems (NIMS) guidelines. This position has 24/7 response duties and capabilities just as the DHSEM Duty Officer and as such may require a physical response to the scene of any local or countywide; emergency, incident command post or emergency operations center that may have been impacted.

## **Key Responsibilities and Duties**

Provides assistance to the Executive Director of DSHEM on administrative and operational policies, procedures, SOP's and SOG's as they relate to departmental development activities, assists with the day to day administration and operation activities of the Cook County DHSEM. Coordinates all administrative, operational, communications and response activities, assets, programs and personnel of Cook County DHSEM with the Executive Director and assists in the coordination of EOC activities and functions for Cook County.

Provides assistance to the Executive Director and the DHSEM Director of Financial Control regarding budgetary issues and grant management activities. Participates in the interviewing and hiring process of Cook County DHSEM staff.

Represents Cook County and the Cook County Board President on various regional, state and federal committees related to confidential Homeland Security, Public Safety and Emergency Management matters.

Assists the Executive Director of DHSEM with various operational and administrative functions including processing reports in accordance with EMPG guidelines, coordinating correspondence and initiating /responding to telephone calls and emails.

Assists the Executive Director of DHSEM with orders, purchases for operational and administrative needs for the Cook County DHSEM.

Assists the Executive Director of SHSEM with establishing policies, procedures and protocols for operation, maintenance and replacement of operational and administrative equipment in accordance with Cook County budget guidelines.

Attends various information and planning meetings on Homeland Security and Emergency management issues.

Assists the Executive Director in providing emergency response assistance to mutual aid emergencies.

Assist the Executive Director in the development of the annual operating budget and monitoring of quarterly expenses.

Coordinates emergency notification and public alert services including providing emergency and disaster information.

Stays current regarding training standards, codes and statutes that effect DHSEM and Cook County.

Develops and promotes cooperation and assistance agreements (Mutual Aid) and memorandums of understanding (MOU) among various local and regional units of government and non-government organizations that may be utilized in times of an emergency or disaster.

Coordinates with DHSEM Staff and appropriate cook County agencies to ensure that they participate in Emergency Disaster drills and exercises.

Maintains confidential materials and information.

## **Knowledge, Skills and Abilities**

Knowledge of Homeland Security/FEMA requirements in relation to emergency management.

Knowledge of state, county and municipal emergency management statues, rules, ordinances and codes.

Skill in providing advice to emergency response personnel during emergency situations.

Skill in conducting emergency preparedness training for community groups.

Skill in interpreting and applying governmental directives.

Knowledge of radio policies, protocols and procedures.

Ability to prepare and conduct comprehensive training programs in emergency management and preparedness issues.

Ability to maintain the integrity of confidential efforts and documents.

Ability to supervise the activities of both paid staff and volunteers.

Ability to work under extremely stressful situations and handle multiple tasks over an extended period of time.

Ability to ascertain compliance with federal and state emergency preparedness laws, rules and regulations and explain compliance requirements to county and local officials.

Ability to communicate in verbal, written or electronic formats in a concise and grammatically correct manner.

Ability to make independent and accurate decisions in difficult matters with tact and courtesy.

Professional judgment in dealing with Cook County, local, state, and federal agencies and other professionals in the field of emergency management.

Proficient computer skills.

## **Minimum Qualifications**

Graduation from an accredited college or university with a Bachelor's degree, PLUS a minimum of three (3) years' experience in Emergency Management, Public Safety Administration, United States Armed Forces **OR** equivalent combination of professional work experience, training and education.

## **Preferred Qualifications**

Master's Degree in Emergency Management or Public Safety.

Prior supervisory and managerial experience.

Certificates of Completion of Standard NIMS course work: IS-700 & IS-800.

Certificates of Completion of the MIMIS-ICS course work: ICS-100, 200, 300 &400.

**The duties listed are not set forth for purposes of limiting the assignment of work. They are not be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.**