

COUNTY OF COOK



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

Job Code: 5418
Job Title: Deputy Director of Administration
Salary Grade: 24
Bureau: Office of the President
Department: Homeland Security & Emergency Management
Dept. Budget No. 265
Position I.D. 1001005
Shakman Exempt

Characteristics of the Position

General Overview

This is an executive staff position that reports directly to the Executive Director of Cook County DHSEM and the Chief Deputy Director of DHSEM to support in the administration of all DHSEM Administrative activities, in the direction, coordination and overall management of the administrative policies, procedures and scheduling of work time and assignments to DHSEM staff, interns and or administrative volunteers. Additionally, the Deputy Director of Administration will assist in the EMPG grant process including research, reports and any follow-up communication as directed by the Executive Director of DHSEM. The Deputy Director of DHSEM will ensure the organization's overall effectiveness as it relates to all requirements of the IEMA Act and Title 29 of the Illinois Administrative Code CH. 1m Sec, 301. The Deputy Director of Administration will also hold a leadership role in assisting Executive Director with Emergency Management initiatives and will aid in the day to day management planning and aid in the implementation of public awareness, preparedness and training programs as they relate to the emergency management activities and shall assist in the timely planning development and 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 System (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 activated.

Key Responsibilities and Duties

Provides assistance to the Executive Director of DHSEM through administrative policy and procedure development activities, with the day to day administration of the Cook County DHSEM.

Coordinates all administrative assets, programs and personnel with operational, communications and response activities of Cook County DHSEM; 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 EMA 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 and the Chief Deputy Director of DHSEM with various 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 and the Chief Deputy Director of DHSEM with orders, purchases and maintains required administrative equipment in accordance with Cook County budget guidelines

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

Stays current regarding training standards, codes and statues that effect DHSEM and the 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.

Knowledge, Skills and Abilities

Knowledge of incident and emergency management procedures and protocol.

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 coordinating administrative emergency management activities.

Skill in interpreting and applying governmental directives.

Ability to maintain the integrity of confidential efforts and documents.

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 to accurate decisions in difficult matters with tact and courtesy.

Skill in Microsoft Office and field related software.

Knowledge of radio policies, protocols, and procedures.

Excellent verbal and written communication skills

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

Skill in organizing and leading group activities including workshops and exercises.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's degree, PLUS a minimum of three (3) years' experience in Public Administration, Emergency Management, 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.