

COUNTY OF COOK



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

Job Code: 4709
Job Title: Deputy Director of Communication
Salary Grade: 24
Bureau: Office of the President
Department: Homeland Security & Emergency Management
Dept. Budget No. 265
Position I.D. 1001006
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 in the administration of all DHSEM Communication activities; Radio, Cellular, Satellite, Voice, Video and Data that will include DHSEM field administrative operations, any DHSEM – EOC operations or activation, and DHSEM C5 Fusion Center operation or activation. All communication activities will primarily revolve around the following major communication support functions that may be utilized during any disaster and or emergency situation: Support for any Cook County DHSEM Emergency Response; Support for any Cook County DHSEM Emergency Operations Center activation; Support for any C5 Fusion Center activation or operation; Support for any Project Shield assets that may be utilized during an emergency and Support for all UASI UCP Deployments.

This position will actively participate in the development of DHSEM policy and procedures, oversees emergency management communication policies, procedures and activities and will supervise the interaction and coordination of operational communications objectives with local first responders, local elected officials and State/Federal cooperators for the Cook County DHSEM. The Deputy Director of Communications will hold a leadership role in assisting Executive Director with the long range planning and the response functions for Cook County's Homeland Security & Emergency Management initiative and will aid in the day to day management of the staff and all functional administrative and operational areas of the Cook County DHSEM. Additionally, the Deputy Director of Communications will assist in emergency management planning and aid in the implementation of public awareness, preparedness and training programs as they relate to DHSEM Operation Communications activities. 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 county-wide; 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 and the Chief Deputy Director of DHSEM through communications policy and procedure development activities, monitors day to day communications needs and requirements of the Cook County DHSEM.

Coordinates DHSEM communication assets, programs and personnel with operational response activities and administrative needs of Cook County DHSEM.

During all EOC Activation periods assists in the coordination of EC 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 as it relates to DHSEM Communication needs. 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 and the Chief Deputy Director of DHSEM with orders, purchases and maintains required communications equipment in accordance with Cook County budget guidelines.

Attends various information and planning meetings.

Provides information and training to groups in relation to communications aspects of Homeland Security or Emergency Management subjects.

Assists 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 incident and emergency management communication procedures and protocol.

Knowledge of FEMA/DHS National Interoperability requirements in relation to Homeland Security and Emergency Management.

Knowledge of state, county and local communication plans.

Skill in coordinating voice radio, video and data streaming activities.

Knowledgeable of satellite communication tools.

Skill in interpreting and applying governmental directives.

Ability to maintain the integrity of confidential efforts and documents.

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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 corporate communications in the public or private sector, United States Armed Forces **OR** equivalent combination of professional work experience, training and education.

Preferred Qualifications

Experience in Administration, Emergency Management or Public Safety.

Prior supervisory and management 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.