

COUNTY OF COOK



Bureau of Human Resources

118 N. Clark Street, Room 840

Chicago IL 60602

Job Code: 4813
Job Title: Planning & Preparedness Manager
Salary Grade: 24
Bureau: Office of the President
Department: Homeland Security and Emergency Management
Dept. Budget No. 265
Position I.D. 1001013
Shakman Exempt

Characteristics of the Position

General Overview

This is a responsible position that requires the knowledge and ability to perform technical and public contact work related to the planning, development and implementation of a countywide emergency management program as well as participates in the creation and review of the Cook County Department of Homeland Security and Emergency Management (DHSEM) overall policy and procedures. An employee in this position performs advanced administrative and technical duties related to maintaining emergency resource tracking and emergency notification procedures in accordance with NIMS guidance and procedures. This employee will assist in delivering emergency preparedness and safety awareness programs to community groups. This employee will also participate in emergency planning and response coordination and the collection and analysis of damage assessment surveys used during recovery operations and for mitigation purposes. The work would involve advising and assisting the DHSEM Director in all primary phases of Cook County's emergency management program. This employee would also assist in helping to coordinate EOC activities during periods of activation and perform additional duties as required. This individual will maintain and update the Cook County Emergency Operations Plan in accordance with the most up-to-date Federal and State guidelines. Assignments would typically be project oriented and would be performed under the general direction and review of the Director.

Key Responsibilities and Duties

Develops, maintains and updates Cook County's resource tracking and mobilization processes in accordance with the latest State and Federal NIMS guidance and procedures.

Assists the Director and Deputy Director in the assessment and development of DHSEM policy and procedures.

Guides the Cook County Emergency Planning Team in the development, maintenance and update of the County Emergency Operations Plan in accordance with the latest State and Federal NIMS guidance and procedures; including the maintenance of confidential materials and information.

Assists all Cook County Agencies and local government agencies with Emergency Operation Planning and Plan Development.

Assists the Director and DHSEM staff in preparing, delivering and performing community relations, public awareness, emergency preparedness and all educational initiatives.

Assists the Director in maintaining County and local jurisdictions National Incident Management Systems compliance.

Represents Cook County on various Homeland Security/Public Safety Confidential/ sensitive regional, state and federal committees including the Urban Area Security Initiative (UASI) Working Groups and Committees.

Knowledge, Skills and Abilities

Knowledge of County offices and applicable business administration.

Thorough knowledge of the analytical planning techniques applied in the research and analysis of information pertaining to emergency/disaster events.

Knowledge of and the ability to interpret Federal and State legislation, regulations, guidelines and policies related to emergency management programs.

Knowledge of the principles and methods of local government organization and administration.

Ability to prepare and conduct comprehensive planning programs dealing with emergency management and preparedness issues using various computer programs.

Ability to manage multiple critical time sensitive tasks simultaneously.

Ability to maintain the integrity of confidential efforts and documents.

Possession of excellent writing skills; ability to clearly articulate thoroughly written documents.

Excellent organizational skills.

Ability to demonstrate good administrative and supervisory skills.

Ability to institute problem solving techniques in diverse and sometimes emotional situations.

Ability to manage multiple projects effectively.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's degree, PLUS a minimum of three (3) years' experience in government administration, public service or law, United States Armed Forces **OR** equivalent combination of professional work experience, training and education.

Preferred Qualifications

Master's Degree in Public Administration, Business or Finance.

Five (5) years' experience in the area of Government Administration or Public Service.

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.