

## COUNTY OF COOK



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

Job Code: 4714  
Job Title: Executive Director  
Salary Grade: 24  
Bureau: Office of the President  
Department: Homeland Security & Emergency Management  
Dept. Budget No. 265  
Position I.D. 0669501  
Shakman Exempt

### **Characteristics of the Position**

#### **General Overview**

The Executive Director of the Cook County DHSEM will hold a leadership role that will include policy development, long range planning and will be responsible for the day to day management of the staff and all functional operational areas of the DHSEM. The Executive Director will assist all units of Cook County Government and all local governmental agencies in gaining and maintaining compliance with county, state and federal emergency management related guidelines. Additionally, the Executive Director will be responsible for the planning and implementation of the public awareness/preparedness/training programs as they relate to emergency management activities. The Executive Director shall be responsible for the timely planning, development, maintenance and updating of the Cook County Emergency Operations Plan. The Executive Director also will assist any other Cook County governmental agency that seeks 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.

#### **Key Responsibilities and Duties**

Works to seek and secure funding to support the efforts of the Cook County Department of Homeland Security and Emergency Management (DHSEM).

Responsible for the development of DHSEM policy, procedures, updates and Implementation of the County Emergency Operation Plans. Ensures that the County EOP conforms to the accreditation standards of the State and that it conforms to the latest National Incident Management System (NIMS) recommendations and guidelines.

The Executive Director shall prepare budgets and five year plans for operational and budgetary purposes and provide all required financial and operational reports as needed.

Manages Cook County DHSEM personnel and resources to perform community relations, awareness, preparedness, educational initiatives and response.

Interacts with county, local, regional, state and federal elected and appointed officials.

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.

Coordinates with DHSEM staff and participates in various Urban Area Security Initiative (UASI) Working Groups and Committees.

Develops and supervises a volunteer corps that includes but is not limited to student interns, Cook County and local community volunteers.

Interviews and supervises the Cook County DHSEM staff.

Develops, coordinates and/or conducts comprehensive training programs to prepare Cook County and local officials, response personnel and the general public in all pertinent emergency management and homeland security related fields.

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**

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

Demonstrated ability to manage multiple critical time sensitive tasks simultaneously.

Ability to maintain the integrity of confidential efforts and documents.

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

Thorough knowledge of federal, state and municipal emergency management agencies laws, rules and regulations.

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

Ability to achieve and maintain 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.

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

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

Knowledge of radio systems, policies, protocols and procedures.

Excellent computer skills, proficient in critical computer operation systems.

### **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, U.S. 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.

Completion of Professional Development Series and Hazardous Materials Contingency Planning Program.

**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.**