

COUNTY OF COOK



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

Job Code: 4811
Job Title: Deputy Director of Operations
Salary Grade: 24
Bureau: Office of the President
Department: Homeland Security & Emergency Management
Dept. Budget No. 265
Position I.D. 0669502
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 Operational activities that will include DHSEM field operations and DHSEM – EOC operations. All operational activities will primarily revolve around the following four (4) major phases of any disaster and emergency situation: Emergency Response; Recovery; Mitigation and Preparedness.

This position will actively participate in the development of DHSEM policy and procedures, oversees emergency management operational policies, procedures and activities and will supervise the interaction and coordination of operational objectives with local first responders, local elected officials and State/Federal cooperators for the Cook County DHSEM. The deputy Director of Operations 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 implementation of public awareness, preparedness and training programs as they relate to DHSEM Operational activities. This position has a 24/7 response duties and capabilities just as the DHSEM Duty Officer and 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 and the Chief Deputy Director of DHSEM through operational policy and procedure development activities, monitors day to day field operational and EOC operational requirements of the Cook County DHSEM.

Coordinates DHSEM operational 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 EOC activities and functions for Cook County.

Provides assistance to the Executive Director of DHSEM and the Chief Deputy Director of DHSEM regarding budgetary issues and grant management activities as it relates to DHSEM Operational 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 for operational equipment (Field and EOC Operational) needs and maintains required operational equipment in accordance with Cook County budget guidelines.

Attends various information and planning meetings as it relates to DHSEM Operational aspects.

Provides information and training to groups in relation to operational aspects of homeland security of emergency management subjects.

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Assists the Executive Director of DHSEM and the Chief Deputy Director of DHSEM in providing emergency response assistance to mutual aid emergencies.

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Assist the Executive Director of DHSEM and the Director of Financial Control and in the development of the annual operating budget and monitoring of quarterly expenses as it relates to the operational needs and requirements for Cook County DHSEM.

Coordinates the operational aspect of 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, recommends 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 and Emergency Operation Plans.

Skill in interpreting and applying governmental directives.

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.

Skilled in utilizing professional judgment in dealing with Cook County, local, state and federal agencies and other professionals in the field of emergency management.
Excellent verbal and written communication skills

Knowledge of radio policies, protocols, and procedures.

Knowledge of operational planning, policies, protocols and procedures

Skilled in Microsoft Windows and 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.