

## COUNTY OF COOK



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

Job Code: 4812  
Job Title: Training and Exercise Manager  
Salary Grade: 23  
Bureau: Office of the President  
Department: Homeland Security & Emergency Management  
Dept. Budget No. 265  
Position I.D. 0669503  
Shakman Exempt

### **Characteristics of the Position**

#### **General Overview**

This position is responsible for planning, developing, coordinating, implementing and evaluating the emergency management, emergency response training and exercise activities for the Cook County Emergency Management Agency. Primary responsibilities will include: designing and implementing an integrated training and exercise program; evaluating all exercises and real event responses; modifying and improving appropriate emergency plans, developing retraining activities and coordinating with various Cook County government departments in order to address their emergency preparedness training needs that are specific to their individual departments. This position will also coordinate, schedule and maintain appropriate training records related to each of the various DHS/ODP WMD type of classes, all of the NOAA Severe Weather related training classes offered in Cook County and any other emergency preparedness related training classes as deemed appropriate by the Cook County Emergency Management Coordinator. This work is to be coordinated and integrated with other County departments, emergency management, other local governments, tribal partners, healthcare and first responder partners, community agencies and organizations, businesses, educational institutions, faith based organizations, regional public health partners and others deemed as appropriate. The work would involve advising and assisting the DHSEM Executive Director in one of the primary phases of the emergency management program. This employee would also assist in helping to coordinate EOC activities during periods of activation and perform additional DHSEM duties as deemed required. Assignments would typically be project oriented and would be performed under the general direction of the Deputy Director.

## **Key Responsibilities and Duties**

Assists the Executive Director of DHSEM and the Deputy Director in the assessment, development and enforcement of the DHSEM's policies and procedures.

Plans, develops, implements and coordinates homeland security and all hazard training courses to support Cook County emergency preparedness and response plans.

Prepares and conducts exercises to evaluate the Cook County's all hazards EOP and all homeland security/UASI related emergency plans.

Serves as a curriculum developer and course scheduler in other Cook County or state-delivered emergency management and all hazard related training courses.

Represents Cook County on various Homeland Security/Public Safety confidential regional, state and federal committees including those of the Urban Area Working Group (UASI).

Works with the Cook County Urban Area (UASI) Exercise and Training Committee in particular to advise on training/exercise requirements for homeland security/emergency management/all hazards incidents within Cook County.

Works with various local jurisdictions within Cook County and their emergency management programs in fulfilling training requirements that are offered or mandated by the Illinois Emergency Management Agency (DHSEM).

Maintains various training records for all DHSEM staff, local EMA Coordinators and EMA Liaisons.

Assists in course scheduling in conjunction with the Illinois Emergency Management Agency for DHSEM's recognized Professional Development Series, Advance Professional Development Series, NIMS/ICS and other related homeland security training programs.

Identifies quality instructors and develops appropriate training record keeping policies and procedures as needed.

Participates in local and regional emergency management training, workshops, conferences and disaster drills/exercises.

Assist the Executive Director in maintaining Cook County and local jurisdictions National Incident Management Systems compliance.

Maintain membership in state and local emergency management organizations.

Make public appearances before local civic and community groups to promote emergency management training concepts and preparedness issues.

Responds to and assists with functions in the Emergency Operations Center (EOC) whenever the Cook County EOC is activated.

Participate with the DHSEM Duty Officer's work schedule and rotation with other Cook County Emergency Management staff.

Maintains the confidentiality of various DHSEM materials and information.

## **Knowledge, Skills and Abilities**

Excellent communication, negotiation and facilitation skills.

Strong technical writing and organizational skills.

Knowledge of design and execution of emergency preparedness training and exercises including tabletop, functional and full scale exercises.

Ability to prepare and conduct comprehensive training programs in emergency management and preparedness issues using various computer programs such as MS PowerPoint.

Demonstrated ability to manage multiple critical time sensitive tasks simultaneously.

Ability to maintain the integrity of confidential efforts and documents.

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

Ability to work under extremely stressful situations and handle multiple tasks.

Ability to communicate in verbal, written or electronic formats in a concise and grammatically correct manner.

Ability to make intelligent and independent decisions in difficult matters with tact and courtesy.

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

## **Minimum Qualifications**

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

## **Preferred Qualifications**

Master's Degree in Emergency Management, Public Safety Administration or Training and Organizational Development.

Prior supervisory and managerial experience.

Certificates of Completion of Standard NIMS course work; IS-700 & IS-800.

Certificates of Completion of the NIMS-ICS course work: ICS-100, 200, 300 &400.

Certificates of Completion of the Homeland Security Exercise and Evaluation Program (HSEEP).

**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.**