

COUNTY OF COOK



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

Job Code: 0112
Job Title: Director of Financial Control III
Salary Grade: 23
Bureau: Office of the President
Department: Homeland Security & Emergency Management
Dept. Budget No. 265
Position I.D. 9500263
Shakman Exempt

Characteristics of the Position

General Overview

This position reports directly to the Executive Director of Cook County DHSEM. This senior member of the staff handles the more complex and critical elements of reviewing the department's budgetary requests and will provide concise and timely information for presentation and review of the Emergency Management preparedness Grant (EMPG) and the County annual budget. Assists with the tracking and preparing of reports of financial expenditures during disasters, emergencies, exercises, training and activation of the Cook County EOC. Assumes primary responsibility for key areas of the department such as developing replacement policy for specialized categories of equipment.

Key Responsibilities and Duties

Meets with the Executive Director of DHSEM to offer assistance on special projects and discusses changes in the preparation of the budget.

Responsible for presentation, compilation and analysis of five year capital improvement program; including review of cash flow projections.

Provides support for the Capital Equipment Review Committee as it relates to capital equipment for the DHSEM. Produces detailed and summary reports on expenditure history; requests of equipment by account, department and bureau.

Develops replacement policy for particular equipment categories including vehicles, PC's and institutional equipment.

Responsible for capital equipment procurement procedures as they apply to the budget department.

Assists other DHSEM staff members (analysts) in Management Information Services (MIS) functions, such as data entry, reading of reports and the ordering of reports.

Performs special project analysis on costing services; such as exercises and training initiatives.

Serves as a direct liaison between DHSEM and MIS and attends all meetings with MIS analysts and programmers.

Assists the Executive Director in all financial aspects related to the Emergency Management Preparedness Grant (EMPG).

Coordinates extensively with the Executive Director of DHSEM in the annual budget formation each fiscal year. Analyze the annual DHSEM budget requests and prepare preliminary budget. This includes verifying each budget requests to determine the validity and justification for the dollars requested.

Review, recommend and initiate various methods, policies and procedures for enhancing budget preparation and analysis.

Responsible for heavy data entry at certain times during the budget cycle, particularly the reclassification of positions.

Knowledge, Skills and Abilities

Advanced administrative knowledge of modern principles and practices governing fiscal and business management as well as policies, procedures and ordinances.

Ability to plan, organize, direct and evaluate fiscal projects and to recommend constructive improvements.

Ability to interact with department heads and elected officials.

Knowledge of accounting principles.

Through knowledge of Accounts Payable department operations.

Ability to supervise employees and resolve conflicts.

Ability to resolve payment issues with vendors.

Sound organizational skills.

Skill in interpreting and applying governmental directives.

Ability to maintain the integrity of confidential efforts and documents.

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

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.

Knowledge of operational planning, policies, protocols and procedures

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 accounting or finance **OR** equivalent combination of professional work experience, training and education.

Preferred Qualifications

Master's Degree in accounting or finance.

Five (5) or more years' experience in an accounting or finance function.

Prior supervisory or managerial work experience.

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.

COUNTY OF COOK



Bureau of Human Resources

118 N. Clark Street, Room 840
Chicago IL 60602

Job Code: 0620
Job Title: Legislative Coordinator I
Salary Grade: 20
Bureau: Office of the President
Department: Homeland Security and Emergency Management
Dept. Budget No. 265
Position I.D. 1001007
Shakman Exempt

Characteristics of the Position

General Overview

Performs extensive research and advisory functions related to improving the respective Department and responding to legislative initiatives. Effectively recommends and provides data to the Director and the President or his/her designee to assist him/her in setting policy and making decisions concerning legislative initiatives. Reviews Illinois legislative issues that may have a potentially negative budgetary impact for the County relative to such legislation and provides responsive information to the Director and President or his/her designee. May assist in conducting research regarding available State and Federal funding for programs that Cook County may be eligible to apply for and advises the Director and the President of potentially innovative programs that may improve the respective Department or County initiative. Is privy to information to a sensitive and confidential nature, necessary to complete assignments for the department.

Key Responsibilities and Duties

Writes legislative analysis for proposed legislation regarding bills that will affect the respective Department; advises the Director and the President or his/her designee of constitutional, legal and budgetary issues posed by proposed State and Federal legislation so that the County may arrive at a position relative to such legislation.

Develops fiscal analysis with supporting data to be submitted to the Director and the President or his/her designee and forward to the County's lobbyists in Springfield or President designee. Analyzes potential negative budgetary impacts that proposed state legislation may have upon the county.

Reviews Federal and State legislation to research availability of grant programs that may be of interest to the County in terms of innovative programs to improve the respective Department.

Researches various legislative initiatives that are reviewed by the Director and the President's designee.

Participates and assists in the development of other confidential papers and reports as directed.

Assists in the development of legislative initiatives as needed and provides the Department response on pending legislation that may affect the County or respective Department.

Represent the Department before legislative tribunals as directed by the President or his/her designee.

Work in tandem or report to the President's Special Assistants for Intergovernmental Affairs.

Knowledge, Skills and Abilities

Ability to converse knowledgeably and communicate effectively in writing on related matters, and address complex legal questions and issues.

Ability to work with others; excellent interpersonal skills in dealing with numerous individuals from various agencies as well as co-workers.

Ability to lead and cooperate on team projects.

Ability to analyze legislation and case law and accurately assess the potential impact of legislation upon the county and its fiscal budget.

Skill in legislative writing and analysis as well as grant research and writing.

Ability to read and analyze a large volume of bills and resolutions.

Knowledge of political processes in State and County government.

Experience in dealing with legislators and elected officials.

Minimum Qualifications

Possession of a high school diploma or GED certificate PLUS three (3) years of experience working for a governmental authority **OR** graduation from an accredited college or university with a Bachelor's degree.

Ability to utilize Microsoft Word, Excel and Power Point.

Preferred Qualifications

One or more years of work experience analyzing, drafting or researching legislation or working with or lobbying on behalf of or before a governmental agency.

Ability to read and analyze a large volume of bills and resolutions.

Knowledge of political processes in State and County government.

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COUNTY OF COOK



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

Job Code: 0854
Job Title: Public Information Officer
Salary Grade: 20
Bureau: Office of the President
Department: Homeland Security & Emergency Management
Dept. Budget No. 265
Position I.D. 0956521
Shakman Exempt

Characteristics of the Position

General Overview

The Public Information Officer is responsible for the overall management and control of any contacts the Department of Homeland Security and Emergency Management (DHSEM) may have with the press or other media relative to explaining, reporting and promoting through the media incidents, emergency and preparedness policies and points of information which the Executive Director of DHSEM wishes to convey to the public; provides accurate and supportive press coverage of the efforts and accomplishments of the DHSEM and the Office of the Cook County Board President and coordinating agencies, thereof. Authorizes all quotes and statements by the Cook County Board President and the DHSEM Executive Director in newsletters, resolutions, congratulatory letters, press releases; etc. regarding major incidents and emergencies. Speaks on behalf of and for the DHSEM Executive Director, as necessary and approved by the President's Department of Public Affairs and Communications.

Key Responsibilities and Duties

Represents the DHSEM Executive Director and his/her administration before the media and coordinating media access to the President

Participates in or attends confidential discussions with the DHSEM Executive Director and his executive and other staff to familiarize with sensitive details regarding major incidents and emergency preparedness information to be articulated to the public on behalf of the DHSEM Executive Director, or to develop strategies for public dissemination of DHSEM policies and procedures of Cook County major incidents and emergency preparedness.

Compiles press clippings, organizes and manages the photo morgue and press release/speech morgue for records and easy reference.

Composes reports and papers to inform the Cook County Board President and Commissioners of Cook County of major incidents and emergency preparedness procedures.

Prepares press briefs for the Executive Director of the DHSEM; anticipates questions and assists the Executive Director in preparing documentation and appropriate responses for the press and media.

Assists in the development of the overall communication program for the Department of Homeland Security and Emergency Management; developing goals and objectives.

Supervises and trains staff engaged in assisting in the aforementioned matters.

Knowledge, Skills and Abilities

Ability to provide concise but thorough communications to the Cook County Board President and Commissioners of Cook County regarding major incidents and emergency preparedness procedures.

Ability to call, manage and attend all press briefings for the Executive Director of DHSEM.

Thorough knowledge of public relations and proper rhetoric and knowledge of the press and media.

Thorough knowledge of Cook County Government and the Office of the President.

Skill in speech writing and composing material for public release or presentation.

Good oral and writing skills; ability to formulate clear and concise language; excellent communication skills; bilingual in Spanish and English.

Skill in editing documents.

Ability to handle sensitive public relations matters.

Minimum Qualifications

Possession of a high school diploma or GED certificate PLUS three (3) years of experience in communications or public relations **OR** graduation from an accredited college or university with a bachelor's degree.

Ability to utilize Microsoft Word, Excel and Power Point.

Preferred Qualifications

Graduation from an accredited college, university, or school of broadcasting with a degree in communications, public relations, or journalism.

Professional work experience in media and/or public relations fields.

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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.

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.

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.

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.

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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.

Assists 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 or emergency management subjects.

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

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

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.

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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).

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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. 0956518
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.

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. 0669504
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

Consults with the County President and the Commissioners of the Cook County Board to recommend and discuss policies, procedures, goals and objectives, services etc. relative to departments with the Bureau.

Develops recommendations concerning inefficient procedures in order to rectify any existing or expected problems and concerns.

Oversees the accuracy and timeliness of budget preparation for all departments as well as coordinates acquisition of materials and payment for services provided to the Bureau.

Approves payroll sheets, requisitions and determines appropriateness of major purchases to meet the operational needs of the departments.

Ensures that departments have the necessary resources to perform their duties and fulfill all expectations.

Assigns confidential/special work projects to County departments in order to fulfill the goals and objectives of the Cook County President, Board of Commissioners.

Reviews the accuracy and completion of assigned work projects.

Reviews confidential reports and managerial studies in order to present recommendations to the President and the Commissioners of the County Board.

Supervises the staff of the Office of the Chief Administrative Officer.

Directs and reviews the activities of the staff; ensures confidentiality is maintained.

Knowledge, Skills and Abilities

Knowledge of County offices and applicable business administration.

Ability to make policy recommendations.

Ability to develop, coordinate and implement programmatic changes.

Ability to prepare departmental budget and allocations of funds.

Ability to maintain the department operation under budgetary constraints.

Ability to comprehend an agency's internal control structure including the control environment, accounting system and control procedures.

Thorough knowledge of internal control concepts and procedures.

Ability to ascertain compliance with laws, ordinances and regulations.

Ability to identify between errors, irregularities and illegal acts, and take appropriate action.

Good interpersonal relation skills. Must be able to demonstrate tact and diplomacy dealing with employee issues in a wide range of diverse situations.

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 to 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.

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.

COUNTY OF COOK



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

Job Code: 5418
Job Title: Deputy Director of Administration
Salary Grade: 24
Bureau: Office of the President
Department: Homeland Security & Emergency Management
Dept. Budget No. 265
Position I.D. 1001005
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 Administrative activities, in the direction, coordination and overall management of the administrative policies, procedures and scheduling of work time and assignments to DHSEM staff, interns and or administrative volunteers. Additionally, the Deputy Director of Administration will assist in the EMPG grant process including research, reports and any follow-up communication as directed by the Executive Director of DHSEM. The deputy director of DHSEM to ensure the organization's overall effectiveness as it relates to all requirements of the IEMA Act and Title 29 of the Illinois Administrative Code CH. 1m Sec, 301. The Deputy Director of Administration will also hold a leadership role in assisting Executive Director with Emergency Management initiative and will aid in the day to day management planning and aid in the implementation of public awareness, preparedness, and training programs as they relate to the emergency management activities and shall assist in the timely planning development and maintenance and updating of the Cook County Emergency Operations Plan, and will assist any other Cook County governmental agency that shall be required 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 System (NIMS) guidelines. 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 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 through administrative policy and procedure development activities, with the day to day administration of the Cook County DHSEM.

Coordinates all administrative assets, programs and personnel with operational, communications and response activities of Cook County DHSEM; assists in the coordination of EOC 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. Participates in the interviewing and hiring process of Cook County EMA 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 various administrative functions including processing reports in accordance with EMPG guidelines, coordinating correspondence and initiating/responding to telephone calls and emails.

Assists the Executive Director of DHSEM and the Chief Deputy Director of DHSEM with orders, purchases and maintains required administrative equipment in accordance with Cook County budget guidelines

Coordinates 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 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

Knowledge of incident and emergency management procedures and protocol.

Knowledge of Homeland Security/FEMA requirements in relation to emergency management.

Knowledge of state, county and municipal emergency management statues, rules, ordinances and codes.

Skill in coordinating administrative emergency management activities.

Skill in interpreting and applying governmental directives.

Ability to maintain the integrity of confidential efforts and documents.

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 to accurate decisions in difficult matters with tact and courtesy.

Skill in Microsoft Office and field related software.

Knowledge of radio policies, protocols, and procedures.

Excellent verbal and written communication skills

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

Skill in organizing and leading group activities including workshops and exercises.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's degree, PLUS a minimum of three (3) years' experience in Public Administration, Emergency Management, 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.

COUNTY OF COOK



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

Job Code: 5550
Job Title: Chief Deputy Director
Salary Grade: 24
Bureau: Office of the President
Department: Homeland Security & Emergency Management
Dept. Budget No. 265
Position I.D. 1001004
Shakman Exempt

Characteristics of the Position

General Overview

Reports directly to the Executive Director of Cook County DHSEM and provides support to the Executive Director in the overall operations and administration of Cook County Homeland Security and Emergency Management activities. This includes all DHSEM programs; participates in the development of DHSEM policy and procedures, oversees DHSEM emergency management response activities, policies and procedures. Participates in recovery, mitigation and preparedness efforts and coordinates interaction between local first responders and local elected officials and state/federal cooperators for Cook County. The Chief Deputy DHSEM Director will hold a leadership role in assisting Executive Director with the long range planning and the response functions for Cook County's Homeland Security and Emergency Management initiative and will aid in the day to day management of the staff and all functional administrative and operation areas of the Cook County DHSEM. Additionally, the Chief Deputy DHSEM Director will assist in emergency management planning and aid in the implementation of public awareness, preparedness and training programs as they relate to emergency management activities. The Chief Deputy DHSEM Director shall assist in the timely planning, development, maintenance and updating of the Cook County Emergency Operations Plan and will assist any other Cook County governmental agency that shall be required 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. 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 countywide; emergency, incident command post or emergency operations center that may have been impacted.

Key Responsibilities and Duties

Provides assistance to the Executive Director of DSHEM on administrative and operational policies, procedures, SOP's and SOG's as they relate to departmental development activities, assists with the day to day administration and operation activities of the Cook County DHSEM. Coordinates all administrative, operational, communications and response activities, assets, programs and personnel of Cook County DHSEM with the Executive Director and assists in the coordination of EOC 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. 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 with various operational and administrative functions including processing reports in accordance with EMPG guidelines, coordinating correspondence and initiating /responding to telephone calls and emails.

Assists the Executive Director of DHSEM with orders, purchases for operational and administrative needs for the Cook County DHSEM.

Assists the Executive Director of SHSEM with establishing policies, procedures and protocols for operation, maintenance and replacement of operational and administrative equipment in accordance with Cook County budget guidelines.

Attends various information and planning meetings on Homeland Security and Emergency management issues.

Assists the Executive Director in providing emergency response assistance to mutual aid emergencies.

Assist 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 Homeland Security/FEMA requirements in relation to emergency management.

Knowledge of state, county and municipal emergency management statues, rules, ordinances and codes.

Skill in providing advice to emergency response personnel during emergency situations.

Skill in conducting emergency preparedness training for community groups.

Skill in interpreting and applying governmental directives.

Knowledge of radio policies, protocols and procedures.

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

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.

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 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.

COUNTY OF COOK



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

Job Code: 5531
Job Title: Special Assistant for Legal Affairs
Salary Grade: 24
Bureau: Office of the President
Department: Homeland Security & Emergency Management
Dept. Budget No. 265
Position I.D. # 0956520
Shakman Exempt

Characteristics of the Position

General Overview

Acts as legal advisor and counsel to the bureau chief or director in all matters related to the statutory authority and execution of powers of that department, bureau or departments within bureau; also functions as direct legal aide to the director or bureau chief as required. Provides assistance in interpreting the legal ramifications of proposals, policy directives and other actions planned or undertaken by department, bureau or County Board. May serve in the capacity of Freedom of Information Officer or advise on matters related to the Freedom of Information Act. Works with the President's Counsel and State's Attorneys Office as necessary in order to evaluate litigation, respond to document requests, prepare for matters related to administrative review and address opinions related to federal, state or local legislation. Consults with the President's Counsel including in matters related to and the Office of the Cook County State's attorney as required.

Key Responsibilities and Duties

Provides legal advice to the director or bureau chief in a variety of matters pertaining to the department's functions, duties, powers and responsibilities set forth and defined by the County ordinance, state or federal law.

Helps formulate and define legitimate and appropriate positions to be taken by the director. Conducts legal research and advises as necessary.

Acts in tandem, where necessary, with legal advisors in the State's Attorney's Office and the President's Office to coordinate efforts with legislative or civil proceedings where necessary, including on legal issues regarding the interpretation and enforcement of County Ordinances and policies.

Reads, analyzes and answers correspondence pertaining to a variety of legal questions of immediate concern to the department.

May assist the other members of the staff in revising ordinances, legislative proposals, directives, correspondence, and/or policies for use in intergovernmental relations and public statements etc. Conducts legal research as needed.

Handles special projects of specific purposes and confidential nature as required.

Advises director in the drafting of department procedural rules and policies pertaining to the interpretation and enforcement of department applicable ordinances, as well as general Department policy and procedure.

Assists the director in drafting ordinances, agreements, contracts, policies, procedures and other relevant documentation.

May provide advice to the Public Information Officer on questions related to the Freedom of Information Act or serve as the Freedom of Information Officer.

Reports matters of legal relevance to the President's Counsel and accepts assignments from the director and President's Counsel as necessary.

Knowledge, Skills and Abilities

Thorough and extensive knowledge of the law as it pertains to local and municipal government in Illinois, particularly with respect to Cook County government and the Chicago Metropolitan area including unincorporated areas of Cook County.

Skills in researching, interpreting and arguing law as it pertains to the responsibility and authority of the department; likewise, skilled in the legal analysis and interpretation of the rules, regulations, laws, ordinances and resolutions of the Cook County Board.

Transactional legal experience.

Ability to coordinate any of the above in connection with the State's Attorney and/or other designated counsel.

Minimum Qualifications

Graduation from an accredited School of Law with a Juris Doctorate.

Licensed to practice law in the State of Illinois.

Three (3) years or greater professional work experience as an attorney dealing with matters of civil law and government.

Preferred Qualifications

Five (5) years or greater professional work experience as an attorney dealing with matters of civil law and government.

The duties listed are not set forth for purposes of limiting the assignment of work. They are not to 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.

COUNTY OF COOK



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

Job Code: 6425
Job Title: Chief of Executive Protection
Salary Grade: 24
Bureau: Office of the President
Department: Homeland Security and Emergency Management
Dept. Budget No. 265
Position I.D. 1400734
Shakman Exempt

Characteristics of the Position

General Overview

In coordination with the Department of Homeland Security & Emergency Management (DHSEM) Executive Director and the Deputy Director of Operations, the Chief of Executive Protection is responsible for determining and providing the physical protection for the Cook County Board President. Ensures the Cook County Board President is able to carry out his or her official duties safely and securely. Develops, assigns, coordinates and assists in determining security operations, security strategy and security policy for the Cook County Board President, which includes providing the daily assignments of the Security Specialist Operator(s). Plans, directs and supervises other members of a protective detail in day-to-day security operations. Ensures subordinate DHSEM personnel are in compliance with all local, state and federal laws, including the possession of valid driver's license and Firearm Owners Identification (FOID) card and current firearms qualification. Determines and oversees the training and supervision of security personnel and determines parameters for formal and on-the-job training. Performs other duties as assigned.

Key Responsibilities and Duties

Develops, assigns, coordinates and assists in determining security operations, strategy and policy for the Cook County Board President, which includes providing the daily assignments of the Security Specialist Operator.

Provides resolution of difficult or unusual problems which may involve changes in schedules or assignments for subordinate personnel.

Handles subordinate employee disciplinary measures or other actions of an administrative nature.

Oversees the training and supervision of security personnel and provides arrangements and determines parameters for formal and on-the-job training.

Ensures all DHSEM subordinate personnel are in compliance with all local, state and federal laws, including the possession of valid driver's license and Firearm Owners Identification Card and current firearms qualification.

Acts as the lead member of a protective detail and assigns security personnel to the Cook County Board President to ensure his/her physical safety at all times.

Responsible for determining the transportation for the Cook County Board President and drives the lead County vehicle, the Cook County President's vehicle or any follow-up vehicle, as required to ensure safety. Follows all local and state laws in the operation of a motor vehicle.

Provides security coverage, as required, at the Cook County Board President's private residence.

Reviews and assesses information relevant to the assigned protective operation to anticipate problems or incidents.

Oversees and serves as a member of an Advance Team that plans and coordinates protective operations.

Conducts site surveys to assess factors affecting the protective environment of sites to be visited.

Cooperates with and assists all law enforcements agencies as needed.

Participates in regular or emergency inspections and provides assistance to resolve security problems involving subordinate personnel.

Knowledge, Skills and Abilities

Knowledge of federal, state, county and municipal laws, statues, regulations, ordinances, policies governing law enforcement, especially with regards to laws governing protecting dignitaries, and government officials.

Ability to supervise, train and direct subordinate personnel. Ability to exercise discretion, initiative and resourcefulness in carrying out assignments.

Skill in driving and maneuvering a motor vehicle defensively or evasively in a variety of situations.

Ability to perform physical demands which may include, but are not limited to, walking, running, standing, sitting, squatting, kneeling, climbing stairs, quickly entering and exiting various vehicles and enduring inclement weather, excessive cold or heat.

Familiarity with and physically capable of performing defensive tactics.

Capable of carrying and maintaining the requisite level of skill in the use of a firearm and/or other specialized equipment required in the protective operation; maintain compliance in all local, state and federal laws for the possession and use of firearms.

Skill in handling stressful situations with the ability to deal with aggressive people.

Considerable knowledge of protective and observational techniques.

Ability to work well under pressure and attend to detail.

Excellent observational skills with the capability of assessing suspicious characters, movements and dangerous situations.

Aptitude to approach situations with common sense and practicality.

Ability to work flexible shifts and must be able to work on call 24/7 including weekends and holidays.

Capable of handling threats or ambush situations. Ability to recognize situations requiring notification to a law enforcement agency.

Knowledge of procedures and protocol to maintain any evidence required in any subsequent investigation conducted by a law enforcement agency.

Ability to work 24/7 including weekends and holidays.

Minimum Qualifications

Possession a High School Diploma or General Education Development (GED) certificate and completion of sixty (60) semester credit hours from an accredited college or university **SUPPLEMENTED WITH** five (5) years' full-time law enforcement work experience.

-OR-

Possession a High School Diploma or General Education Development (GED) certificate **SUPPLEMENTED WITH** four (4) years' continuous full-time active military service in the armed forces of the United States.

Two (2) years' full-time work experience supervising law enforcement personnel.

Ability to successfully complete the curriculum for the Protective Service Operator Training Program and Physical Security Training Program conducted by the Federal Law Enforcement Training Center **within one (1) year of start date.**

Successful completion of the Emergency Medical and Law Enforcement Physical Defensive Measures Training as specified by DHSEM **upon initial employment.**

Possession of a current valid driver's license.

Possession of a valid Firearms Owners Identification (FOID) card and current firearms qualification validated through an approved firearms course and firearms qualification certification.

Must be certified as a full time peace officer by the Illinois Law Enforcement Training and Standards Board (ILETSB) or have the ability to successfully complete a waiver and/or minimum training as determined by ILETBSB for the same based on prior employment as a sworn law enforcement officer in another state or federal law enforcement officer, who left their former position in good standing.

Must be available to work 24 hours a day/7 days a week including weekends and holidays as assigned.

Preferred Qualifications

Graduation from an accredited college or university with a Bachelor's Degree, preferably in Criminal Justice, or a related field, and a minimum of three (3) years full time law enforcement experience or active duty military experience and/or a minimum of two (2) years supervisory experience, or a combination of education and experience.

Graduation from an accredited college or university with a Master's Degree, preferably in Criminal Justice, or a related field, and/or minimum of two (2) years full time law enforcement experience or active duty military experience and/or a minimum of one (1) year supervisory experience, or a combination of education and experience.

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.

COUNTY OF COOK



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

Job Code: 6245
Job Title: Security Specialist Operator
Salary Grade: 22
Bureau: Office of the President
Department: Homeland Security and Emergency Management
Dept. Budget No. 265
Position I.D. 1400735
Shakman Exempt

Characteristics of the Position

General Overview

Under the direction of the DHSEM Executive Director, Deputy Director of Operations and the Chief of Executive Protection, the Security Specialist Coordinator provides physical protection for the Cook County Board President. Serves as a member of an Advance Team that plans and may assist in determining the security strategy and policy for protective operations. Coordinates protective operations with the Security Specialist Coordinator for the County Board President. Conducts site surveys to assess factors affecting the protective environment of sites to be visited. Drives the lead vehicle, the County Board President's vehicle, any follow-up vehicle and follows all local and state laws in the operation of any motor vehicle. Ensures the County Board President is able to carry out the duties of his/her office safely and securely. Provides security coverage, as required, at the Cook County Board President's private residence. Performs other duties as assigned.

Key Responsibilities and Duties

Acts as a protective detail to an assigned Cook County Board President to ensure his/her physical safety at all times.

Serves as a member of an Advance Team that plans and may assist in determining the security strategy and policy for protective operations.

Coordinates protective operations.

Drives the lead vehicle, the County Board President's vehicle or any follow-up vehicle, as required, to ensure safety. Follows all local and state laws in the operation of any motor vehicle.

Provides security coverage, as required, at the Cook County Board President's private residence.

Reviews and assesses information relevant to the assigned protective operation to anticipate problems or incidents and responds to emergency situations.

Conducts site surveys to assess factors affecting the protective environment of sites to be visited.

Cooperates with and assists all law enforcements agencies as needed.

Knowledge, Skills and Abilities

Knowledge of federal, state, county and municipal laws, statues, regulations, ordinances, policies governing law enforcement, especially with regards to laws governing protecting dignitaries, and government officials.

Excellent observational skills including the ability to identify, detect, assess, and potentially suppress suspicious or hazardous persons or activities.

Knowledge in the technical aspects of maintaining evidence.

Skill in driving and maneuvering a motor vehicle defensively or evasively in a variety of situations.

Ability to handle threats or ambush situations. Ability to recognize situations requiring notification to a law enforcement agency.

Knowledge of procedures and protocol to maintain any evidence required in any subsequent investigation conducted by a law enforcement agency.

Ability to perform physical demands that may include, but are not limited to, walking, running, standing, sitting, squatting, kneeling, climbing stairs, quickly entering and exiting various vehicles and enduring inclement weather and excessive cold or heat.

Familiarity with and physically capable of performing defensive tactics.

Capable of carrying and maintaining the requisite level of skill in the use of a firearm and/or other specialized equipment required in the protective operation; maintain compliance in all local, state and federal laws for the possession and use of firearms.

Skill in handling stressful situations with the ability to deal with aggressive people.

Good observational skills with the capability of assessing suspicious characters, movements and dangerous situations.

Aptitude to approach situations with common sense and practicality.

Ability to work flexible shifts and must be able to work on call 24/7 including weekends and holidays.

Minimum Qualifications

Possession of a High School Diploma or General Education Development (GED) certificate and completion of sixty (60) semester credit hours from an accredited college or university **SUPPLEMENTED WITH** five (5) years' full-time law enforcement work experience

-OR-

Possession of a High School Diploma or General Education Development (GED) certificate **SUPPLEMENTED WITH** four (4) years' continuous full-time active military service in the armed forces of the United States

-OR-

Possession of a High School Diploma or General Education Development (GED) certificate **SUPPLEMENTED WITH** ten (10) years' full-time law enforcement work experience.

Ability to successfully complete the curriculum for the Protective Service Operator Training Program and Physical Security Training Program conducted by the Federal Law Enforcement Training Center **within one (1) year of start date.**

Successful completion of the Emergency Medical and Law Enforcement Physical Defensive Measures Training as specified by DHSEM **upon initial employment.**

Possession of a current valid driver's license.

Possession of a valid Firearms Owners Identification (FOID) card and current firearms qualification validated through an approved firearms course and firearms qualification certification.

Must be certified as a full time peace officer by the Illinois Law Enforcement Training and Standards Board (ILETSB) or have the ability to successfully complete a waiver and/or minimum training as determined by ILETSB for the same based on prior employment as a sworn law enforcement officer in another state or federal law enforcement officer, who left their former position in good standing.

Must be available to work 24/7 including weekends and holidays as assigned.

The duties listed are not set forth for purposes of limiting the assignment of work. They are not to 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.

COUNTY OF COOK



Bureau of Human Resources

118 N. Clark Street, Room 840
Chicago IL 60602

Job Code: 6245
Job Title: Security Specialist Operator
Salary Grade: 22
Bureau: Office of the President
Department: Homeland Security and Emergency Management
Dept. Budget No. 265
Position I.D. 1400736
Shakman Exempt

Characteristics of the Position

General Overview

Under the direction of the DHSEM Executive Director, Deputy Director of Operations and the Chief of Executive Protection, the Security Specialist Coordinator provides physical protection for the Cook County Board President. Serves as a member of an Advance Team that plans and may assist in determining the security strategy and policy for protective operations. Coordinates protective operations with the Security Specialist Coordinator for the County Board President. Conducts site surveys to assess factors affecting the protective environment of sites to be visited. Drives the lead vehicle, the County Board President's vehicle, any follow-up vehicle and follows all local and state laws in the operation of any motor vehicle. Ensures the County Board President is able to carry out the duties of his/her office safely and securely. Provides security coverage, as required, at the Cook County Board President's private residence. Performs other duties as assigned.

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Knowledge in the technical aspects of maintaining evidence.

Skill in driving and maneuvering a motor vehicle defensively or evasively in a variety of situations.

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Knowledge of procedures and protocol to maintain any evidence required in any subsequent investigation conducted by a law enforcement agency.

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COUNTY OF COOK



Bureau of Human Resources

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Job Code: 6245
Job Title: Security Specialist Operator
Salary Grade: 22
Bureau: Office of the President
Department: Homeland Security and Emergency Management
Dept. Budget No. 265
Position I.D. 1400737
Shakman Exempt

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