

CLASS SPECIFICATION
Emergency Management Director

FLSA Status: Exempt
Union Representation: Nonrepresented/All Bureau Directors hired after December 31, 2000 are exempt from Civil Service

GENERAL PURPOSE

Under general policy direction, plans, organizes and directs the operations and personnel of the City's Bureau of Emergency Management leads and directs the activities of the City's Disaster Operations Task Team; oversees and participates in the coordination, development and maintenance of the city's overall emergency management, mitigation and recovery strategy plans; directs external affairs of the Bureau with City officials, other bureaus, the public and other government agencies; integrates activities and programs both within the city and with outside organizations and agencies; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This single-position class is responsible for serving as the principal strategic advisor to the Mayor, Council and others on emergency management matters regarding the City's preparedness response to natural and man-made emergencies. This position is responsible for planning, managing, and directing sworn and non-sworn staff assigned to the bureau responsible for coordinating, developing and updating citywide emergency management plans both internally and externally. The incumbent evaluates, improves and promotes the City's comprehensive disaster planning efforts. Responsibilities are broad in scope, allow for a high degree of program and administrative discretion, and are evaluated in terms of overall program and cost effectiveness. The work of this class is performed within the broad policy direction established by the City Council and general policy direction from a designated elected official.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Plans, organizes, controls, integrates and evaluates the work of the Bureau of Emergency Management; develops, implements and monitors work plans and policies to achieve bureau mission, goals and performance measures; directs the development of and monitors performance against the biennial bureau budget; manages and directs the development, implementation and evaluation of work programs, plans, processes, systems and procedures to achieve City and bureau goals, objectives and performance measures consistent with the City's quality and citizen service expectations.
2. Plans, organizes, directs and evaluates the performance of bureau and assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; takes disciplinary

action, up to and including termination, to address performance deficiencies, in accordance with City Charter, Code, human resources policies and labor contract agreements.

3. Works closely with the City's elected leadership in setting the goals and objectives for emergency management services; provides leadership and works with staff to develop and retain highly competent, service-oriented staff through selection, compensation, training and day-to-day management practices that support the City's and bureau's mission, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment; provides leadership and promotes process and service improvement through the City's Service Improvement Initiative and other programs and activities.
4. Plans, develops, organizes, implements and evaluates city-wide emergency preparedness plans, functions and programs; directs the study and analysis of vulnerability to disaster and response capabilities; develops and implements disaster mitigation programs and plans; assures plans are current and conform with Federal and State requirements; directs and supervises the preparation of all phases of the City's emergency plan; promotes civil defense and disaster emergency programs; provides self help programs on emergency planning and preparedness to neighborhoods, school districts, businesses and industry; coordinates and participates in various task forces and special committees.
5. Coordinates and promotes local, national and international relationships; serves as primary contact between City and other local, regional and state agencies; prepares interagency agreements; prepares documents for Federal, State and City funding; confers with State and Federal emergency planning representatives in supporting City emergency service activities; confers with and negotiates agreements with public, not-for profit, and private sector agencies for support to the City in the event of a declared emergency; expedites the recovery of funds from State and Federal government and private property owners.
6. Evaluates emergency crises incidents and coordinates bureau and City response; promotes inter-bureau coordination of services and response; functions as lead commander during an emergency; may perform operational duties during emergency or crises situations.
7. Makes presentations and participates in emergency preparedness activities involving community groups, City bureaus, and other governmental entities.
8. Plans, directs and critiques disaster training exercises to teach all elements of the City's emergency plan; provides related training for City employees.
9. Oversees the development of an Emergency Operations Center that is available, secure and usable by ensuring it is appropriately sited, stocked, equipped, and maintained; schedules regular testing procedures to ensure operation efficiency; activates the Emergency Operations Center; activates sections of the emergency plan at the direction of the Mayor.
10. Attends conferences and other educational meetings to keep abreast of trends and recent developments in the field of emergency management.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Theory, principles, practices, trends and techniques in the field of emergency and disaster management for a large municipality.
2. Federal, state and local laws, policies and directives applicable to areas of responsibility.
3. Principles and practices of public administration, including budgeting, purchasing and the maintenance of public records.
4. Principles and practices of effective program and project management including planning, organizing, delegating, developing and implementing.
5. Research methods and analysis techniques.
6. Principles and practices of effective human resource management and supervision.
7. Effective community and public relations methods and practices.

Ability to:

1. Plan and implement large, complex and comprehensive emergency management and disaster preparedness operations, programs and plans.
2. Exercise judgment, discretion and decision making to integrate organizational priorities, meet deadlines and achieve objectives.
3. Develop techniques and methodologies to resolve unprecedented problems and situations.
4. Develop and establish objectives, policies, and procedures relative to the work assignment.
5. Evaluate and appropriately respond to emergency and crises situations
6. Understand, interpret, explain and apply relevant city, state and federal laws, requirements and policies.
7. Facilitate and coordinate the work of teams, committees and other groups.
8. Present information, proposals, plans and recommendations clearly and persuasively in public settings.
9. Represent the City effectively in negotiations; develop, negotiate and administer interagency agreements; negotiate resolution of problems, obtain cooperation and resources, and coordination/support of policies, programs or services.
10. Establish and maintain effective relationships with elected officials, all levels of City executives, officials of other governmental agencies, community and business organizations, the media, employees and the public.
11. Prepare clear, concise and comprehensive reports, studies and other written materials.
12. Exercise sound expert, independent judgments within general policy guidelines.

13. Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.
14. Manage and motivate a diverse staff of assigned and volunteer staff.
15. Serve on-call for emergency incidents.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in public or business administration, or a closely related field; and at least ten years of progressively responsible administrative or management experience including two years in emergency disaster relief, civilian defense or closely related program; in the operation of an emergency communications function; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

Ability to pass a police background check. Certification as a Certified Emergency Manager (CEM) and/or completion of FEMA Emergency Management Institute Professional Development Series is desirable.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 07-01-03

June 2009 - Change Job Class number from 7087 to 30000430, due to system change.

October 2011 – updated to reflect name change to Bureau of Emergency Management