



Office of Human Resources  
Deputy Director Emergency Management - CA0772  
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### General Statement of Duties

Administers the Office of Emergency Management in the absence of the Director, manages the City/County Emergency Operations Plan, and performs rotational duty officer functions and other supervisory duties as assigned.

### Distinguishing Characteristics

The Deputy Director of Emergency Management administers the Office of Emergency Management in the absence of the Director, manages the City/County Emergency Operations Plan, and performs rotational duty officer functions and other supervisory duties as assigned. This class is distinguished from the Manager, who manages functional and/or operational area(s) that include implementing work plans based on annual goals and the strategic plan; resolves citizen, operational, and management issues; and achieves goals while ensuring resources are utilized appropriately. The Deputy Director of Emergency Management is responsible for these management duties only in the absence of the agency head although regularly assisting the agency head in determining the goals and objectives of the organization, and initiates proposals for change in organizational functions, resource allocations, procedures, and priorities.

### Level of Supervision Exercised

Supervises first level supervisors and other employees who do not supervise.

### Essential Duties

Performs the duties of the Director of the Office of Emergency Management as needed, including budget, personnel, and program responsibilities.

Assists in determining the goals and objectives of the organization, and initiates proposals for change in organizational functions, resource allocations, procedures, and priorities.

Devises strategies to deal with emergency and crisis situations and manages the City/County Emergency Operations Center.

Performs duty officer functions on a rotating basis, evaluates emergency/crisis incidents, and coordinates agency operations and city/county response. May perform operational duties at emergency/crisis location.

Provides expertise and assistance to city agencies developing emergency action plans and identifying hazards, and assists private sector organizations as requested.

Makes presentations and participates in emergency preparedness activities involving community groups, city/county agencies, and other governmental entities, and serves as liaison/representative for the agency.

Reviews, develops or modifies work plans, methods, and procedures, determines work priorities and develops work schedules to provide adequate staff coverage. Provides work instruction and assists employees with difficult and/or unusual assignments; encourages innovation. Assigns and distributes work, reviews work for accuracy and completeness and returns assignments with recommendations for proper completion.

Conducts hiring interviews and selects candidate(s) for job opening(s).

Resolves problems and mediates conflicts encountered during daily operations and determines appropriate solutions; promotes teamwork. Encourages regular communication, informs staff of relevant business issues and their impact on the organization.

Develops the performance enhancement plan, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Develops and implements training and development plans and opportunities for subordinate staff.

Encourages and guides others toward goals.

Ensures quality, effectiveness, and efficiency of unit activities and safety measures.

Documents causes for disciplinary action and initiates letters of reprimand and makes formal recommendations for disciplinary action. Responds to formal and informal employee grievances and prepares written responses.

By position, participates in planning and managing budget systems; prepares and presents budget recommendations to higher management; operates within budget parameters; adjusts work plans/activities as a result of budget changes.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

### **Competencies**

Delivering Results - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

Influencing - Collaborates with, persuades and influences others.

Planning and Evaluating - Organizes work, sets priorities, and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organizations or parts of the organization to accomplish goals; monitors progress and evaluates outcomes.

Technical Competence - Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Coaching - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

### **Knowledge & Skills**

Knowledge of emergency and disaster strategies and techniques sufficient to be able to determine and coordinate appropriate assistance.

Skill in developing techniques and methodologies to resolve unprecedented problems or situations.

Skill in evaluating emergency/crisis situations.

Skill in determining and communicating appropriate emergency response plans.

**Education Requirement**

Bachelor's Degree.

**Experience Requirement**

Three (3) years of experience performing emergency management or functions which included planning and executing disaster response scenarios, coordinating and training response teams, and evaluating emergency response operations.

**Education & Experience Equivalency**

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

**Licensure & Certification**

By position, requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

**Working Environment**

Potential exposure to unpleasant elements (accidents, injuries and illness)  
Subject to varying and unpredictable situations  
Handles emergency or crisis situations  
Subject to many interruptions  
Pressure due to multiple calls and inquiries  
Potential exposure to dangers of assaults/hazards from investigating alarms  
Potential exposure to toxic chemicals.  
Subject to traffic, roadways, and pedestrians.

**Level of Physical Demand**

1-Sedentary (0-10 lbs.)

**Physical Demands**

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Sitting: remaining in the normal seated position.

Carrying: transporting an object, usually by hand, arm, or shoulder.

Balancing: maintaining body equilibrium to prevent falling over.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping or otherwise working with hand(s)

Fingering: picking, pinching, or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Eye/hand/foot coordination: performing work through using two or more.

Far Visual Acuity: ability to see clearly at 20 feet or more.

Near Visual Acuity: ability to see clearly at 20 inches or less.

Field of Vision: ability to see peripherally.

Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

**Background Check Requirement**

Criminal Check  
Employment Verification  
Education Check  
By position, Motor Vehicle Record

**Assessment Requirement**

None

**Probation Period**

Six (6) months.

**Class Detail**

**Pay Grade: A-811**  
**FLSA Code: Y**  
**Established Date: 9/21/2018**  
**Established By: LS**  
**Revised Date:**  
**Revised By:**  
**Class History:**