



Career Service Authority

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Deputy Director of Emergency Preparedness

GENERAL STATEMENT OF CLASS DUTIES

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

DISTINGUISHING CHARACTERISTICS

The Deputy Director of Emergency Preparedness is the formal class title of a position whose working title is "Deputy Director of Emergency Management and Homeland Security" This one position class is distinguished from the Director of Emergency Management. "Director of Emergency Management" is the working title of a position that is classified as Manager 1. Manager 1 positions manage an operational and/or functional area(s) by recommending and implementing plans, procedures, policies, programs, and projects. The Deputy Director of Emergency Management and Homeland Security (Deputy Director of Emergency Preparedness) is responsible for these management duties only in the absence of the Director although regularly assisting the Director in determining the goals and objectives of the organization, and initiates proposals for change in organizational functions, resource allocations, procedures, and priorities.

The Deputy Director of Emergency Management and Homeland Security (The Deputy Director of Emergency Preparedness) is also distinguished by the following characteristics:

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally in the form of stated objectives only with issues and factors largely undefined requiring the employee to exercise creativity and ingenuity in devising criteria, techniques, strategy, and methodologies for approaching assigned functions or projects.

Duties performed involve concepts, theories, and concrete factors to be evaluated and weighed requiring a high degree of analytical ability, independent judgment, and decision-making.

Work assignment is generally unstructured and employee is responsible for organizing complex, varied, and simultaneous coordination of several functions, programs, or projects in various stages of completion.

Level of Supervision Received and Quality Review:

Under administrative supervision, the employee has personal accountability for carrying out an assigned function, program, or project within the scope of established guidelines and objectives and is expected to resolve problems that arise in the normal course of the work. Completed work is generally reviewed for soundness of judgment, conclusion, adequacy, and conformance to policy.

Interpersonal Communications and Purpose:

Contacts are of a remedial nature involving the resolution of problems and where some degree of discretion and judgment are required in carrying out a major program and/or function of the organization.

Level of Supervision Exercised:

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

ESSENTIAL DUTIES

Performs the duties of the Director of Emergency Management and Homeland Security 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.

Designs an organizational approach for the orientation, training, and development of employees that ensure the long-range capability of the organization to function effectively.

Directs the development of performance evaluation standards for functions managed within the guidelines set by management. Formally evaluates the work of directly subordinate supervisors and/or staff.

Delegates responsibility and authority to subordinate supervisors and staff.

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.

MINIMUM QUALIFICATIONS

Competencies, Knowledge, & Skills:

Integrity/Honesty - Contributes to maintaining the integrity of the organization; displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others; is trustworthy.

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.

Oral Communication - Expresses information (for example, ideas or facts) to individuals or groups effectively, taking into account the audience and nature of the information (for example, technical, sensitive, controversial); makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.

Interpersonal Skills - Shows understanding, friendliness, courtesy, tact, empathy, concern, and politeness to others; develops and maintains effective relationships with others; may include effectively dealing with individuals who are difficult, hostile, or distressed; relates well to people from varied backgrounds and different situations; is sensitive to cultural diversity, race, gender, disabilities, and other individual differences.

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.

Self-Management - Sets well-defined and realistic personal goals; displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner; works with minimal supervision; is motivated to achieve; demonstrates responsible behavior.

Decision Making - Makes sound, well-informed, and objective decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations, to accomplish organizational goals; causes change.

Creative Thinking - Uses imagination to develop new insights into situations and applies innovative solutions to problems; designs new methods where established methods and procedures are inapplicable or are unavailable.

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

Knowledge of supervisory principles and practices sufficient to be able to establish and implement subordinates' performance evaluations

Skill in exercising a high degree of initiative, judgment, discretion, and decision making to integrate organizational priorities, meet deadlines, and achieve objectives.

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

Skill in evaluating emergency/crisis situations.

Skill in establishing and maintaining effective working relationships with other employees, organizations and the public in emergency and other situations.

Skill in determining and communicating appropriate emergency response plans.

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.

Lifting: raising or lowering an object 10 –25 pounds.

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.

Accommodation: ability to adjust vision to bring objects into focus.

Working Environment:

Exposed 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

Exposed to dangers of assaults/hazards from investigating alarms

Exposure to toxic chemicals.

Education Requirement:

Bachelor's Degree

Experience Requirement:

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

Education/Experience Equivalency:

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

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Licensure and/or Certification:

By position, possession of a valid driver's license at the time of application. Possession of a valid Colorado Class "R" driver's license prior to the end of probation.

CLASS DETAIL

FLSA CODE: Exempt

ESTABLISHED DATE: 09/16/1995

ESTABLISHED BY: Unknown

REVISED DATE: 06/28/2009

REVISED BY: Paul Wiberg

CLASS HISTORY 06/2009, class specification was put into a new format; competency statements and a distinguishing characteristics narrative were added. Position's working title is described in this narrative.