



McHENRY COUNTY JOB DESCRIPTION

JOB TITLE:	CHIEF DEPUTY EMA	FLSA STATUS:	EXEMPT
DEPARTMENT:	EMERGENCY MANAGEMENT AGENCY	GRADE:	12E
REPORTS TO:	DIRECTOR OF EMA		

JOB SUMMARY:

The person in this position will ensure efficient and effective management of the McHenry County Emergency Management Agency. The ideal person for this position will have the ability to maintain strong collaborative partnerships with county and municipal elected officials, departments, private organizations, and non-profit community partners.

ESSENTIAL JOB FUNCTIONS:

- This position reports to the Director of Emergency Management. The Chief Deputy assists the Director in all daily functions. Assume all duties of the Department in the absence of the Director
- Plans and directs emergency preparedness activities and projects for McHenry County government
- Collaborates with other government, private and non-profit community partners in order to effectively coordinate countywide emergency mitigation, preparedness, response and recovery activities
- Acts as a liaison and maintains partnerships between the County and local, state and federal emergency response agencies
- Provides leadership and coordination among first responder organizations
- Participates on assigned committees
- Assists with the development and maintenance of the County comprehensive all-hazards emergency operations plan
- Ensures plan compliance with guidelines and regulations
- Ensures clear and timely communication of plans, initiatives, and programs to internal County departments and external partners
- Provides situational awareness to various stakeholders as needed
- Responsible for the coordination of the monthly Emergency Service Volunteer meetings
- Acts as one of the Freedom of Information Officers for the department
- Assists and coordinates in the maintenance the County Local Emergency Operations Plan and Local Hazard Mitigation Plan
- Assists with the coordination, maintenance, and deployment of all EMA resources, as requested

- Evaluates effectiveness of systems and processes
- Participates in multi-year training and exercise schedules
- Provides appropriate leadership and direction and promotes positive morale, creativity, and teamwork among staff
- Identifies and resolves employee relation issues
- Assists with interviews, hires, and trains staff and volunteers
- Monitors budget expenditures and appropriations
- Maintains 24/7 availability to respond to emergencies, exercises and other related activities
- Maintains confidentiality of privileged information and adheres to privacy laws
- Completes required training and keeps up to date on county operational policies and procedures
- Perform other related duties as assigned

MATERIAL AND EQUIPMENT USED:

Generators (5kw – 100kw)
Towing of various vehicles
Personal Computer
Amateur and Public Service Radios
Multi-line Telephone
General Office Equipment
Calculator
Copier
Fax Machine
Scanner

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Possession of a bachelor's degree in a related field or related professional experience

Five years of progressively responsible work experience in management of emergency preparedness and coordination of multi-agency and multi-jurisdiction operations, with a minimum of two years in a management level position with operational planning and implementation of training activities

Completion of specialized Federal Emergency Management Agency (FEMA) and/or Illinois Emergency Management (IEMA) training as designated by the Illinois Emergency Management Agency

Certified Emergency Manager, CEM, IPEM or equivalent or obtain certification within (1) one year of employment

Possess ICS 100, 200, 700 and 800 Certificates or obtain within six (6) months of hire date

Possess ICS 300 and 400 Certificates or obtain within two (2) years of hire date

Comprehensive knowledge of applicable Federal and State requirements regarding emergency preparedness programs and operations plans, as well as professional standards for the emergency management industry

Comprehensive knowledge of the National Incident Management System (NIMS)

Comprehensive knowledge of emergency preparedness and response practices and protocol

Comprehensive knowledge of Continuity of Operations (COOP) and Continuity of Government (COG) practices

Comprehensive knowledge of community resources and other first responder agencies

Comprehensive knowledge of management and supervisory practices

Comprehensive knowledge of governmental budgeting processes and grant application and reporting requirements

Licenses and Certifications:

Valid Driver's License, non-CDL preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology

Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar

Computer applications related to the work

Skill in:

Communicate effectively, both orally and in writing, with the general public

Use tact, discretion, initiative and independent judgment within established guidelines

Organize work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction

Operate and routine maintenance of general office machines such as copiers, facsimile machines, telephone systems, and two-way radio communications

Prepare moderately complex documents

Accurately proofread with accompanying knowledge of grammar, punctuation and spelling

Perform basic mathematical computations such as addition, subtraction, multiplication, and division

Perform data entry using word processing, spreadsheet or database commands and formats material as required

Working Conditions:

Works in a normal office environment but physical discomforts associated with changes in temperature may occur due to air conditioning that is required to keep radio equipment operating at a lower temperature. Also the proximity of the office area to the loading dock causes temperature variations in the office or discomforts associated with noise, dust, dirt and the like

The incumbent's working conditions are typically moderately quiet but the monitoring of radio communications particularly during emergency situations raises the noise level considerably

While performing the essential functions of this job, the incumbent is regularly required to walk, sit, use hands to finger, handle, or feel objects, to reach with hands and arms, and see, talk or hear. They will also be required to be out in inclement weather during disasters and emergency situations

While performing the essential functions of this job the employee is occasionally required to lift and/or move up to 25 pounds

May travel to different work sites via a truck, car, or van.

May be exposed to different lighting conditions and hot and cold temperatures, usually depending on weather.

Will work in stressful situations during disasters and emergencies.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible. This document describes the position currently available. It is not an employment contract. McHenry County reserves the right to modify job duties or job descriptions at any time.