



DEPUTY DIRECTOR OF EMERGENCY MANAGEMENT

Department: Emergency Management
Job Class #: 001477
Pay Range: Executive 07

FLSA: Exempt
Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION: This is responsible, professional, administrative and supervisory work within the Department of Emergency Management. The Deputy Director of Emergency Management acts on behalf of the Director of Emergency Management and assumes the duties of the Director in his/her absence or as directed. The Deputy organizes, coordinates and oversees the daily operations of the Emergency Management Department, Emergency Medical Services; E911 Program Office; US&R and Radio Communications; and, Fire Prevention Divisions. Work is performed independently in accordance with applicable rules and regulations, laws, codes and policies. The Deputy Director reports to the Director of Emergency Management.

ESSENTIAL FUNCTIONS:

- Assist the Director by answering policy questions; make policy decisions and represent the Director during short and long-term absences.
- Manage the Department work performance within adopted budget allocations; administer the Department budget for assigned Divisions.
- Prepare or supervise the preparation of department plans, goals and objectives; establish staffing and scheduling requirements; monitor progress of assigned Divisions.
- Assign, supervise and evaluate the work of managers, supervisors, technical leads and reporting staff; advise, assist and train subordinates as necessary of assigned Divisions.
- Direct the preparation and maintenance of reports and records of the department operations, work performance and production; evaluate department operations and initiate changes as necessary; develop and implement departmental policies, procedures and standards for assigned Divisions.
- Select, hire, terminate, and discipline subordinate employees as may be delegated by Director.
- Negotiate and administer contracts relating to department functions and operations.
- Promote good customer service and public relations; coordinate operations and promote partnerships with other departments, outside agencies, citizen groups and the general public; represent the department at public meetings or hearings; make presentations as assigned by Director.
- Serve in a critical leadership role as defined by the Pierce County Comprehensive Emergency Management Plan (CEMP) during emergencies or disasters.
- Perform related duties as required.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, and holidays.

OTHER JOB FUNCTIONS:

- Perform other job functions as assigned.

SUPERVISION RECEIVED AND EXERCISED: Work is performed under the general direction of the Director of Emergency Management who reviews the work for results attained and quality of staff services provided. The Deputy Director has direct supervisory authority over professional, technical and clerical personnel.

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WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The Deputy Director performs work throughout the Pierce County region. Office work is required on a routine basis and field work is required as necessary to perform inspections or investigations. Travel by vehicle or on foot is required, and may be over all types of terrain, including that which is uneven, steep, slippery, wet, icy or muddy. Field work sites may include buildings in various stages of construction, deterioration or disrepair, and in remote locations. Travel to various work sites and/or meeting locations is required. Work is generally completed on a regularly scheduled basis; however, work schedules may require the incumbent to work a flexible schedule, holidays, weekends and may require reporting to work in the event of emergency.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the position. Finger dexterity to operate equipment used in the position, talking, seeing, and hearing is required. There is frequent walking, sitting, bending/stooping, climbing, pushing/pulling and minimal lifting associated with the classification as it is currently performed. Requires the ability to maneuver across uneven terrain, work in confined areas and scale various heights. Ability to travel to various work sites and attend meetings away from regular work site may be required. Work under stress and pressure conditions during an emergency may be required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Principles and practices of public administration, organization, personnel management and modern supervisory practices.
- The principles and practices of emergency management, including planning, coordinating, preparing for and responding to emergencies.
- The current developments and trends in the field of emergency management and homeland security.
- The National Incident Management System (NIMS) and the Incident Command System (ICS).
- Emergency Operations Center practices and methods of operation.
- The principles and practices of program planning, organization, budgeting and administration.
- The principles and practices of effective supervision.

Skill in:

- Use of independent judgment and effective decision-making in the application of a wide variety of laws, policies and procedures and in effective problem-solving.

Ability to:

- Analyze situations quickly and objectively and determine a proper course of action; use appropriate independent judgment to make decisions of a technical, management and/or administrative nature in support of Department/County goals and objectives.
- Assist in the planning, organizing and directing the operations of a major County department.
- Plan, coordinate supervise and evaluate the work of subordinate employees.

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KNOWLEDGE, SKILLS, AND ABILITIES (continued)

Ability to:

- Administer and manage the department's annual budget.
- The ability to work under pressure and to delegate responsibility.
- Establish and maintain effective working relationships with elected officials, associates, subordinates, employees of other agencies and with the general public.
- Prepare a variety of correspondence, reports and other written materials.
- Read, interpret and apply a variety of laws, rules, and regulations governing department operations.
- Understand and follow written and verbal instructions.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.

MINIMUM REQUIREMENTS TO APPLY: A Bachelor's degree in business or public administration, or a closely related field including specialized training in emergency management and preparedness; and, five (5) years of progressively responsible supervisory/management experience in an emergency management, homeland security organization is required. Additional education and/or related emergency management experience may substitute for the education recruiting requirements.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: A valid Washington State driver's license required. Ability to obtain a security clearance from state and or federal departments and agencies; must pass job related tests. Applicants may be subject to a background investigation.