

COUNTY OF COOK



Bureau of Human Resources

118 N. Clark Street, Room 840
Chicago IL 60602

Job Code: 8802
Job Title: Deputy Director of Preparedness
Salary Grade: 24
Bureau: Office of the President
Department: Department of Emergency Management and Regional Security
Dept. No. 1265
Position I.D: 0000288
Shakman Exempt: Yes

Characteristics of the Position

General Overview

This position reports to the Chief Deputy Director and is responsible for the development and implementation of the Department's preparedness program aimed at creating a state of readiness within County government, County employees, local municipalities, businesses and residents to respond to a disaster, crisis or any other emergency. Builds the Department's preparedness capability in conjunction with its training and exercise staff. Sets performance metrics, evaluates productivity, and helps subordinates create long-term preparedness plans. Responsible for establishing, in conjunction with federal, state and local partners, targeted, flexible and cost-effective outreach programs and related initiatives that are both approved by DEMRS executive management and aimed at developing and growing the planning, preparedness, readiness, and awareness throughout Cook County. Manages and supervises the Chief of Planning, Public Information Officer and Planning and Preparedness Managers.

Key Responsibilities and Duties

Responsible for the long-range planning of the Department's preparedness program aimed at County government, County employees, local municipalities, businesses and residents.

In conjunction with relevant Department staff, creates, implements, oversees and evaluates the effectiveness of DEMRS' planning, preparedness and readiness activities to meet the Department's strategic priorities.

Collaborates with DEMRS leadership to (1) define strategic preparedness goals and (2) determine which Departmental preparedness policies, practices and procedures should be prioritized for engagement, review and update/change.

Oversees development of a Resident Preparedness program, including furtherance of the existing See Something Say Something campaign and both the development of original

public awareness and preparedness materials and dissemination of same on radio, television and web platforms.

Oversees Department's internal and external planning efforts, including creation of County Emergency Operations Plan, the Threat Hazard Identification Risk Assessment, Stakeholder Preparedness Review, Continuity of Operations planning, Continuity of Government planning, and Recovery planning.

Works with the Director of Finance to propose preparedness/marketing budgets and forecast costs for Executive Management review and approval; manages approved budgets; and identifies cost-effective methods to deliver relevant solutions.

Identifies business continuity planning resources and works with Department staff to provide preparedness services to the County's business sector.

Oversees efforts to craft public messaging regarding Department mission and activities; conceptualizes Department web presence in conjunction with executive staff and public information officer, to enhance awareness of same.

Serves as Department point of contact with County Public Safety Consortium, Bureaus, Departments and separately elected officials for preparedness activities including employee life safety training and related planning and exercises.

Oversees the assessment of County-wide civilian emergency response team (CERT) readiness and response capabilities; identifies gaps in CERT coverage; and works with internal and external partners to build CERT capacity County-wide.

In conjunction with Training and Exercise staff, oversees the creation of a training program for County Public Information Officers on Emergency/Crisis Communications to ensure a consistent level of proficiency, understanding and readiness throughout County government.

In conjunction with relevant Department staff, creates, implements, oversees and evaluates the effectiveness of the Cook County Recovery Framework wherein County, State, Federal and local resources are marshalled to assist local communities in recovering from critical incidents.

Develops and maintain knowledge in relevant field at all times.

Knowledge, Skills and Abilities

Comprehensive knowledge in job related functional area. Proven ability to identify key issues and to carry forward an idea or project from conception to execution.

Knowledge of state, county and local communication plans.

Strong organizational skills and demonstrated capacity to develop and implement practical strategies, plans, and solutions to identified issues and problems.

Superior critical thinking skills, including the capacity to identify and appropriately assess and order competing interests and priorities. First rate verbal and written (technical and narrative) communication skills.

Excellent diplomacy skills and ability to converse easily with prominent and significant leaders in the Public Sector.

Track record of taking initiative in managing competing organizational and departmental priorities and to work effectively under pressure when facing extremely short deadlines.

Exceptional research, writing, analytical and organizational skills, and the ability to convey complex concepts in a clear, concise and logical manner.

Strong business acumen, project management skills and metrics, successful teaming with colleagues, and a strong results orientation.

Demonstrated ability to craft policy and procedure to reflect strategic goals and priorities.

Good judgment, discretion, tact and the ability to work easily with senior leaders within the, government, and business sectors.

Proven ability to assimilate information gathered through research and consultations, to apply that information in creative and cross-cutting ways, and to synthesize appropriate strategies and responses.

Ability to partner well with colleagues both in and outside of the organization.

Proven ability to align strategic and operational needs with outreach programs and organizational effectiveness efforts.

Proven leadership with ability to clearly communicate ideas and proposals to all levels, develop trust and influence as a senior thought leader with a broad relationship base.

Demonstrated ability to provide practical, solution-driven initiatives that are perceived as quickly adding value to the Department.

Proven ability to manage and supervise cadre of subordinates, including field staff. Strong proficiency with Microsoft Word, Excel and PowerPoint.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's Degree.

Eight (8) years of work experience in the development and implementation of preparedness/readiness programs and strategic planning.

Must meet all training obligations imposed by DEMRS, Cook County and Granting Agencies within one year of hire.

Valid driver's license.

Preferred Qualifications

Experience with not-for-profit or governmental organization in a preparedness outreach capacity.

Experience with IPAWS, WEA or other mass notification platforms.

Physical Requirements

Light Work

Light Work involves exerting up to 20 pounds of force occasionally or up to 10 pounds of force frequently, or a negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects. Even though the weight lifted may be only a negligible amount, a job/occupation is rated Light Work when it requires: (1) walking or standing to a significant degree; (2) sitting most of the time while pushing or pulling arm or leg controls; or (3) working at a production rate pace while constantly pushing or pulling materials even though the weight of the materials is negligible.

The duties listed are not set forth for purposes of limiting the assignment of work. They are not be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.

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