



COOK COUNTY, ILLINOIS

Planning & Preparedness Manager Opportunity in Chicago

The Cook County Department of Emergency Management & Regional Security is seeking a Planning & Preparedness Manager to join our team.

Cook County offers great benefits and the chance to participate in a strong tradition of public service. Cook County is home to more than five million residents, roughly 45% of Illinois' population. Cook County Government provides a range of vital services and programs that enhance the quality of life for residents across the region. These services range from health care to urban planning. Cook County is committed to empowering its employees to bring our constituents the best that public service has to offer.

Reporting to the Deputy Director of Preparedness, this position requires the knowledge and ability to perform technical and public engagement work related to the planning, development and implementation of a countywide emergency management program and both policy and procedures related to the same. This employee will assist in delivering emergency preparedness and safety awareness programming to community partners. The employee will work with a broad range of community organizations, including those that serve children and youth, and local governments. Work responsibilities include assisting in all primary phases of Cook County's emergency management program. This employee would also assist in staffing and coordinating Emergency Operations Center (EOC) activities during periods of activation and perform additional duties as required.

How do I apply?

Please submit a Cover letter and Resume to Shakmanexemptapplications@cookcountyil.gov.

When are Resumes due?

Until Filled.

SNAPSHOT OF COOK COUNTY:

- Cook County employs over 22,000 employees who work in a variety of skilled jobs and trades.
- Health Care – Cook County established the nation's first blood bank in 1937. Cook County Hospital was the first to have a dedicated unit for trauma services. Today our healthcare system treats more cancer patients than any other provider in the metropolitan area.

- Technology – Cook County’s Bureau of Technology provides technology support to Cook County offices and employees, with its wide area network providing service to more than 120 municipalities.
- Courts – Cook County oversees one of the nation’s largest unified criminal and civil justice system and administers the largest single jail site in the country.
- Highway – Cook County maintains almost 600 miles of roads and highways.
- Land – Cook County assesses the value of more than 1.5 million parcels of taxable land and collects and distributes tax funds as a service for local government taxing bodies.
- Safety – Cook County provides vital services to local government, from conducting elections in suburban areas to offering 911 services in unincorporated areas and municipalities.

Location:

Located in the Loop District of downtown Chicago, one of the most formidable business districts in the world, the area has an astounding number of cultural foundations, stunning parks such as Millennial Park and Maggie Daley Park, steps away from the Chicago Riverwalk, award-winning restaurants and plenty of shopping!

In addition, Chicago is serviced by multiple bus and train lines for public transportation from the suburbs to the city, taxis are plentiful, public parking garages for motorist, and bicycle share rentals and local bike lanes for bicyclist.

Benefits:

Cook County employees have access to a variety of benefits, including:

- Medical and Pharmacy Plans
- Dental Plans
- Vision Plan
- Flexible Spending Accounts – Health Care and Dependent Care
- Life Insurance – Group Term and Supplemental Life
- Commuter Benefits
- Pre-paid Legal Services
- Retirement Benefits
- Competitive Base Pay

Post Offer testing:

This position requires successful completion of post-offer tests, which may include a background check, drug screen and medical examination.

PURSUANT TO EXECUTIVE ORDER 2021-1 AND COOK COUNTY’S MANDATORY COVID-19 VACCINATION POLICY, THE SELECTED CANDIDATE WILL BE REQUIRED TO EITHER SUBMIT PROOF OF FULL VACCINATION OR A REQUEST FOR REASONABLE ACCOMMODATION PRIOR TO THE START OF EMPLOYMENT. PLEASE CLICK THE FOLLOWING HYPERLINKS FOR THE FULL TEXT OF EXECUTIVE ORDER 2021-1 AND THE COOK COUNTY MANDATORY COVID-19 VACCINATION POLICY.

[EXECUTIVE ORDER 2021-1](#)

Pursuant to the Shakman Consent Decree, Supplemental Relief Order and the Cook County Personnel Rules, this position is exempt from the County's career service rules, is at-will and political reasons or factors may be considered when taking any employment action. As an employee in a Shakman exempt position, if you do not currently live in Cook County, you will have six (6) months from date of hire to establish actual residency within Cook County.

COUNTY OF COOK



Bureau of Human Resources

118 N. Clark Street, Room 840

Chicago IL 60602

Job Code: 4813
Job Title: Planning & Preparedness Manager
Salary Grade: 24
Bureau: Bureau of Administration
Department: Department of Emergency Management & Regional Security
Dept. Budget No. 265
Position I.D. 0669504
Shakman Exempt

Characteristics of the Position

General Overview

Reporting to the Deputy Director of Preparedness, this position requires the knowledge and ability to perform technical and public engagement work related to the planning, development and implementation of a countywide emergency management program and both policy and procedures related to the same. This employee will assist in delivering emergency preparedness and safety awareness programming to community partners. The employee will work with a broad range of community organizations, including those that serve children and youth, and local governments. Work responsibilities include assisting in all primary phases of Cook County's emergency management program. This employee would also assist in staffing and coordinating Emergency Operations Center (EOC) activities during periods of activation and perform additional duties as required.

Key Responsibilities and Duties

Assists the Emergency Management and Regional Security (EMRS) Deputy Director of Preparedness in the assessment and development of EMRS preparedness policy and procedures.

Under the direction of the Deputy Director of Preparedness, assists in EMRS efforts to prepare, deliver, and perform community relations, public awareness, emergency preparedness and all educational initiatives. Preparedness events may take place on evenings or weekend as dictated by community needs.

Assists in the development and presentation of relevant and culturally appropriate emergency preparedness curricula and information to a wide range of audiences.

Assists in promoting preparedness events and in tracking event details including outcomes and metrics.

Supports the development of new preparedness programming and messaging tailored to specific demographic groups and populations.

Assists Cook County government, suburban communities, municipalities, and townships to achieve National Incident Management Systems compliance via the coordination of community trainings, assistance in exercises and coordinated plan writing support as needed.

Represents Cook County on various Homeland Security/Public Safety Confidential/ sensitive regional, state and federal committees including the Urban Area Security Initiative (UASI) Working Groups and Committees.

Enhances preparedness and resiliency in suburban Cook County municipalities and jurisdictions by supporting EMRS efforts to encourage the adoption of local Emergency Operations Plans (EOP), Continuity of Operations Plans (COOP) and Continuity of Government (COG) Plans.

Supports Cook County government preparedness by supporting EMRS efforts to develop and update various plans, including the Cook County Emergency Operations Plan and individual COOP and COG plans in accordance with relevant guidance and procedures.

Supports preparedness training efforts to include EOP, COOP, and COG plan development for municipalities and individual and household preparedness trainings for various stakeholders.

Supports Cook County's Community Emergency Response Team (CERT) program to ensure that local CERT programs have the resources and training necessary to sustain and grow their programs.

Knowledge, Skills and Abilities

Knowledge of County offices and applicable business administration.

Knowledge of the analytical planning techniques applied in the research and analysis of information pertaining to emergency/disaster events.

Knowledge of and the ability to interpret Federal and State legislation, regulations, guidelines and policies related to emergency management and emergency preparedness programs.

Knowledge of the principles and methods of local government organization and administration.

General knowledge of preparedness actions that individuals, households, and community-based organizations can take to prepare themselves for emergencies and disasters.

Ability to proactively form positive and productive working relationships with diverse community stakeholders.

Ability to communicate complex emergency management topics in a manner that resonates with diverse populations.

Ability to think creatively to identify the best ways to reach specific demographic groups with preparedness information and resources.

Ability to prepare and conduct comprehensive planning programs dealing with emergency management and preparedness issues using various computer programs.

Ability to manage multiple critical time sensitive tasks simultaneously.

Ability to maintain the integrity of confidential efforts and documents.

Possession of excellent writing skills; ability to clearly articulate thoroughly written documents.

Proficiency in Microsoft Office, including Visio and Power Point.

Excellent organizational skills.

Ability to demonstrate good administrative and supervisory skills.

Ability to institute problem solving techniques in diverse and sometimes emotional situations.

Ability to manage multiple projects effectively.

Bi-lingual (Spanish) proficiency is ideal.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's degree PLUS a minimum of three (3) years' experience in government administration, emergency management, public service or law, United States Armed Forces **OR** equivalent combination of professional work experience, training and education.

Preferred Qualifications

Master's degree in Public Administration or Emergency Management.

Five (5) years' experience in the area of Government Administration or Emergency Management, or Public Service.

AND

Completion of the standard Incident Command System (ICS) coursework 100 and 200 – AND – the standard National Incident Management System (NIMS) coursework IS-700 &800 within six months of hire.

AND

Completion of the following training course within 36 months of hire: G-191: Incident Command System/Emergency Operations Center Interface; IS-2200; Basic Emergency Operations Center Functions; G-2300: Intermediate Emergency Operations Center Functions.

Physical Requirements

Medium Work

Medium Work involves exerting 20 to 50 pounds of force occasionally or 10 to 25 pounds of force frequently or an amount greater than negligible and up to 10 pounds constantly to lift, carry, push, pull, or otherwise move objects.

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.