DEPUTY EMERGENCY MANAGEMENT COORDINATOR

FUNCTION OF THE JOB

Under direction of the Emergency Management Coordinator, to be responsible for assisting with the development and implementation of a comprehensive all hazards program designed to prepare for, respond to, and recover from the effects of hazards which impact Waukesha County residents; to in emergencies and planned events assist in leading Emergency Operations Center (EOC) readiness and operations; to liaise with local officials in all phases of emergency management support; to serve as acting Emergency Management Coordinator in their absence; and to perform other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Serves as second-in-command for the Emergency Management Division and the County's Emergency Management program; acts as Emergency Management Coordinator when designated.
2. Provides advanced professional and operational emergency management leadership and expertise.
3. Leads independently key program elements and countywide initiatives.
4. Develops, maintains, and implements County emergency preparedness plans that minimize the effect of all hazards that may impact citizens in the County.
5. Coordinates multi-jurisdictional planning and operational readiness with municipalities, public safety agencies, County departments, regional partners, state and federal agencies, voluntary organizations, and private-sector stakeholders.
6. Coordinates plan integration with municipal Emergency Operations Plans (EOPs), regional mutual aid agreements, and partner plans.
7. Supports compliance related program functions.
8. Guides and coordinates with Waukesha County communities and local officials in the development of their local EOPs, supporting their alignment with the County's CEMP.
9. Designs and implements a multi-year training and exercise program consistent with federal and state guidance and local threat and hazard risk assessments; develops and delivers exercises for internal and external stakeholders; implements evaluation, after-action-reporting and continuous improvement program.
10. Serves as EOC Manager or a Command/General staff position during activations; develops and maintains operational priorities, incident objectives, just-in-time training, situation reports, Incident Action Planning products, demobilization documentation, and alignment with NIMS/ICS.
11. Coordinates EOC readiness activities during EOC operations; coordinates resource requests and offers through appropriate channels; maintains documentation sufficient for cost recovery and reimbursement.
12. Enables effective pursuit of state and federal disaster relief where applicable by implementing damage assessment; supports local jurisdictions in their like efforts.
13. Coordinates with the County Public Information Officer / Joint Information System partners to support public preparedness messaging, warning coordination support, and rumor control processes before, during, and after incidents and emergencies.
14. Acts as a representative of the County to local officials, professional groups, public and private associations, public safety stakeholders, and the public in the promotion of emergency preparedness programs and the delivery of public preparedness information.
15. Leads, supports, and liaises with local, regional, and statewide nongovernmental organizations, associations, and ad-hoc networks that integrate and intersect with public safety and emergency preparedness.
16. Develops and implements the division's grant program by preparing applications and submitting reports to provide Waukesha County with funding available to support the various emergency management programs; assists local jurisdictions in their like efforts; implements grant-supported projects by drafting scopes of work, tracking milestones, ensuring compliance, and maintaining documentation.
17. Coordinates continuity planning and operational readiness for essential functions, continuity of government communications, delegation of authority, devolution and reconstitution; guides and coordinates with County departments and divisions in the development of their continuity plans and exercises.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES (continued)

18. Provides technical direction and day-to-day coordination of emergency management work products to ensure continuity of program delivery and readiness.
19. Implements planning and reporting requirements for hazardous materials used in business, industry, and government.
20. Responds to incidents as needed including during holidays and outside normal business hours.
21. Establishes and maintains effective working relationships with local public safety leaders and elected officials, countywide department heads and elected leaders, and state and federal emergency preparedness and recovery agencies, and private sector/NGO leaders, and the general public.
22. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Comprehensive knowledge of principles, practices, and procedures used in the administration of the emergency planning program.
2. Comprehensive knowledge of federal, state and county emergency management laws, including emergency planning and reporting requirements.
3. Comprehensive knowledge of state and local resources available in emergency situations, both governmental and private.
4. Considerable knowledge of emergency procedures used by the protective service units of local government.
5. Working knowledge of principles and practices of public relations and media presentations.
6. Working knowledge of computerized department program software, internet access, and database, spreadsheet and word processing programs.
7. Ability to prepare and make public presentations in public forums to promote the department objectives.
8. Ability to plan, organize, and effectively present ideas, concepts, recommendations and presentations to elected officials, towns, municipalities, agencies, committees, and the media.
9. Ability to plan, organize, supervise and evaluate the work of others.
10. Ability to coordinate, prepare and/or deliver a variety of training programs for both the emergency responders and general public.
11. Ability to plan, organize, and direct County wide emergency management programs.
12. Ability to prepare and maintain accurate reports and records.
13. Ability to communicate effectively both verbally and in writing.
14. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles.
15. Ability to establish and maintain effective public and working relationships with local public safety leaders and elected officials, countywide department heads and elected leaders, and state and federal emergency preparedness and recovery agencies, and private sector/NGO leaders, and the general public.
16. Ability to use computerized database management systems to record and coordinate information.

Training and Experience

1. Graduation from a recognized college or university with a bachelor’s degree in emergency management, public administration, homeland security, public health, or a closely related field.
2. Two (2) years of work experience in public safety, emergency planning, public administration, or a closely related field.
3. Additional work experience in an emergency management or public safety environment or a closely related field may substitute on a year for year basis for the post high school education requirement.
4. Valid driver’s license.