



DIRECTOR OF EMERGENCY MANAGEMENT

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.

Department: Emergency Management

Job Class #: 166000

Pay Range: Executive 13

FLSA: Exempt

Represented: No

JOB SUMMARY

The Director of Emergency Management has overall responsibility for developing and implementing policies, procedures and practices to ensure efficient and effective operations of the Emergency Management Department, Emergency Medical Services; E911 Program Office; US&R and Radio Communications; and, Fire Prevention Division. The Director is appointed by and serves at the pleasure of the County Executive.

ESSENTIAL FUNCTIONS:

- Advise the County Executive and Council on emergency management issues.
- Develop, revise and maintain a County-wide Emergency Management program and coordinate with other public agencies at the federal, state and local level.
- Direct and oversee the department's short and long-range strategies; exercise proper financial control over budgetary expenditures.
- Provide effective leadership to managers and staff in the administration of the entire department's operations, budget and activities.
- Establish and implement emergency management policies, procedures and plans consistent with the mission, goals and objectives of the County.
- Direct the development, implementation and management of departmental project management systems.
- Actively participate in the development of community emergency management & preparation activities.
- Develop and maintain effective relationships with management & staff within the County, other local governmental executives and officials, and the public. Represent the agency before local governmental bodies and community organizations.
- Serve in a critical leadership role as defined by the Pierce County Comprehensive Emergency Management Plan (CEMP) during emergencies or disasters.
- Perform related duties and projects as assigned.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree from an accredited college or university in an applicable field related to emergency management; and,
- Six (6) years of progressively responsible experience in emergency management or experience directly related to the duties of the position; and,
- Six (6) years of supervisory experience directly related to the department.
- Experience that demonstrates commitment to a community-wide comprehensive emergency

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management program.

- Any comparable combination of experience and education.
- Master's Degree is preferred.

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of:

- Current local, state and federal rules and regulations concerning emergency management and local government and County operations.
- Principles and practices of emergency management, public administration, management and leadership techniques.
- Current trends and developments in emergency management and major departmental issues.
- Methods and procedures involved in budget preparation, justification and control.

Ability to:

- Establish and maintain effective relationships with Federal, State, and local officials and the private sector.
- Plan, assign, supervise, and evaluate the work of staff.
- Plan and establish goals and objectives.
- Develop and implement departmental policies and procedures.
- Develop, present and gain acceptance for long-range and extensive programs which require monetary allocations.
- Effectively communicate, both orally and in writing.
- Lead a diverse and inclusive workforce that values and encourages diversity of thought, backgrounds and perspectives.
- Establish and maintain effective working relationships with elected officials, department heads, staff, public agencies, private organizations, and citizens at large.
- Seek reform in the public interest.
- Use creative and innovative methods to increase efficiency and effectiveness of departmental operations.

WORK ENVIRONMENT & PHYSICAL REQUIREMENTS:

Work is performed mostly in an office setting requiring sitting for prolonged periods of time. The Director will be required to travel throughout the local region and out of state, must be able to operate a personal computer and related office equipment, and must be able to lift up to twenty pounds.