



Job Title	Emergency Management and Recovery Director	FLSA Status	Exempt
Band	SMG	Probationary Period	At-Will
Zone	3	Job Code	17085

Class Specification – Emergency Management and Recovery Director

Summary Statement:	
<p>The purpose of the position is to mitigate, plan, respond, and recover activities for a broad and diverse variety of both natural and man-made hazards and threats that could possibly affect the City. This is accomplished by coordination of City departments and agencies; leading the citywide emergency exercise program; serving as the City's liaison and authority to other local; and leading Emergency Management staff. Other duties include planning, coordinating, and execution for all City departments and resources for large planned events.</p>	
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
35%	Manages and oversees City of Colorado Springs emergency management by coordinating with City departments, agencies, and mutual aid jurisdictions; leads emergency management staff; conducts interpersonal communications involving the negotiation and resolution of non-routine problems encountered where exceptional degrees of discretion and judgment are required in carrying out the programs and policies of the organization; and facilitates meetings in emergency preparations, response, and recovery activities.
20%	Manages and oversees the City of Colorado Springs training and exercise management program by planning, developing, and executing exercises involving City departments, mutual aid jurisdictions, state and federal departments, private, volunteer, not-for-profit agencies, the media, and citizens.
20%	Manages and oversees the City of Colorado Springs emergency plans by development, training, and exercising the City's Emergency Operations Plan; leading development, training, and exercising of various emergency plans which require a high degree or emergency training and experience.
20%	Manages the City or Colorado Springs Emergency Operations Center by directing activities in the City Emergency Operations Center during exercises; and approving the City's Emergency Operations Center activation plans.
5%	Manages large planned events by leading and planning events with city departments, external organizations, and event sponsors; and serves in a lead position in coordination of all city resources during the event.



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Competencies Required:

Human Collaboration Skills: Communications are highly sophisticated and involve final decisions or recommendations regarding policy development and implementation. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes.

Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Math: Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Writing: Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Technical Skills Required:

Advanced Skills and Knowledge: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor's degree from an accredited college or university with major coursework in public administration, emergency management, or a related field.

Experience: Seven years of full-time responsible senior or executive level emergency management experience within a large organization.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.



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Supervision Exercised:

Work requires managing and monitoring work performance of a department including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department.

Supervision Received:

Receives Administrative Direction: The employee normally performs the duty assignments within broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance.

Fiscal Responsibility:

This job title has responsibility for final approval of budgetary recommendations. Monitors progress toward fiscal objectives and adjusts plans as necessary to reach them.

Physical Demands:

Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never

Machines, Tools, Equipment, and Work Aids:

Computer, printer, copier, telephone, standard office equipment, and City vehicle.

Specialized Computer Equipment and Software:

Microsoft Office.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: June 2015