



Job Title	OEM Deputy Director	FLSA Status	Exempt
Band	MGR	Probationary Period	12 Months
Zone	3	Job Code	17086

Class Specification – OEM Deputy Director

Summary Statement:	
<p>The purpose of this position is to supervise the development, planning, and execution of the City's comprehensive emergency management training and exercise programs. This is accomplished by coordinating with city, state, and federal departments as well as various agencies; managing the budget process of OEM; conducting community exercises and developing multi-year training; teaching emergency preparedness to City employees; educating the public through community meetings on hazards and emergency preparedness; ensuring National Incident Management compliance within the City; leveraging grant sources associated with exercise and training management; updating emergency operation plans and supplemental emergency plans; interacting frequently with internal and external senior and elected officials, professionals, and the public; and maintaining operational readiness. Other duties include acting in the role of the Emergency Management Director in his absence; executing and managing Emergency Operations Plan during disasters; and performing on-call functions.</p>	
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % <small>(All below must add to 100%)</small>	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.
40%	Supervises the development of emergency preparedness calendar; conducts community exercises; designs exercises for specific plans and procedures; plans team facilitation; develops comprehensive action reports; and conducts community meetings to educate the public on hazards. Ensures that exercises are performed under the Homeland Security Exercise and Evaluation Program guidelines and maintains internal and external relationships related to exercises.
25%	Provides oversight of OEM training management by coordinating training for the City; implements a tracking system for emergency training; conducts ongoing training needs analysis to develop a multi-year calendar; ensures National Incident Management System compliance within the City; prepares analytical and statistical reports related to emergency training; leverages grant sources; researches data locally; provides summaries of best practices; and compiles data for analysis based on local hazards and forecasting.
25%	Manages the Emergency Operations Center by executing Operations Plan during disasters; provides supervision over multi-agency and multi-jurisdictional personnel; coordinates with City departments and other organizations; analyzes and implements state and federal programs; prepares the budget for City and grant programs; monitors expenses; prepares fiscal report; and coordinates with the City Finance Department.



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10%	Supervises the Homeland Security Grant Program; manages the work assigned to employees who administer a variety of programs; maintains a relationship with the State Administrative Agency and other various organizations to ensure effective administration and staff activities; prepares written plans; attends planning meetings; provides follow-ups after events and exercises; and produces and presents various educational components.
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Competencies Required:

Human Collaboration Skills: Interactions have significant impact and may involve recommendations regarding potential policy development and implementation. Position evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.

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:

Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

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: Five years of full-time responsible professional level administrative, analytical, and/or project management experience including three years in the emergency management field, such as emergency planning, exercises, training, and/or managing real-world emergencies in the field and/or at an EOC.



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Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.	
FEMA Professional Development	By start date
Certifications required in accordance with standards established by departmental policy.	

Supervision Exercised: Work requires managing and monitoring work performance by directing subordinate supervisors, including making final decision on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.
Supervision Received: Receives Limited Direction: This job title normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.

Fiscal Responsibility: The job title prepares accounting, budget, employment actions, purchasing documents; and does research to justify language used in documents for a unit or division of a department. May recommend budget allocations.

Physical Demands: Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.
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Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Seasonally
Wetness and Humidity	Seasonally
Respiratory Hazards	Seasonally
Noise and Vibrations	Seasonally
Physical Hazards	Seasonally
Mechanical and/or Electrical Hazards	Rarely
Exposure to Communicable Diseases	Rarely

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, and standard office equipment.
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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: September 2014