

EMERGENCY PLANNING DIRECTOR

DEFINITION

This is advanced professional and managerial work in planning, guiding and directing the County's emergency planning and emergency medical services programs. The work includes planning, organizing, coordinating, assigning and evaluating the work of subordinate professional and clerical support staff. The work is performed under the supervision of the County Executive.

EXAMPLES OF DUTIES

Plans, organizes, coordinates, prioritizes, assigns and evaluates the work of professional employees engaged in emergency planning work; provides counseling and training as needed; plans, manages and directs the County's emergency planning and emergency medical services programs; interprets federal, state and local laws, policies, rules and regulations pertaining to emergency management; reviews emergency management plans, practices and procedures and makes changes and recommendations for improvements as appropriate; ensures compliance with state and federal laws, regulations, standards and guidelines; directs and oversees program development and implementation in such areas as emergency medical services, hazardous materials emergency management and emergency preparedness; prepares annual departmental budget; initiates and approves expenditures; collects, compiles and analyzes data and prepares a variety of statistical and other reports; consults with and advises public safety and other officials on emergency management programs, policies and practices; answers questions from public officials and the general public regarding emergency preparedness and emergency medical services programs; gives presentations before community groups and other organizations on county emergency services programs; prepares educational and public information materials; directs and coordinates emergency management and emergency operating center operations; prepares a variety of correspondence, reports and emergency plans related to the work; attends a variety of meetings related to emergency management; negotiates and administers contracts with emergency services providers; performs related work as needed or assigned.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of training and experience equivalent to a bachelor's degree in business administration, public administration, urban planning or related field and three years of professional experience in emergency management, including supervisory experience.

Knowledges and Abilities: Thorough knowledge of the principles, theories and practices of emergency management; thorough knowledge of local, state and federal laws, policies, rules,

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regulations and standards pertaining to emergency management programs; knowledge of effective supervisory practices and techniques; ability to plan, organize, coordinate, prioritize, assign and evaluate the work of professional and clerical support staff; ability to communicate complex ideas effectively, both orally and in writing; ability to analyze difficult and complex issues and to make recommendations for proper actions; ability to establish and maintain effective working relationships with other employees, County officials, representatives from governmental and community agencies and the general public.

Special Requirements: Possession of a valid Wisconsin driver's license and access to personal transportation for use on work-related activities; (county-owned telecommunication equipment may be installed in personal vehicle). Will be on-call outside normal business hours.