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DOUGLAS COUNTY
SHERIFF'S OFFICE

JOB TITLE: DEPUTY DIRECTOR, EMERGENCY MANAGEMENT

Exempt: Yes	**Job Type**: 5572M
Pay Grade: M525	**Department**: Office of the Sheriff
Approved By: Sheriff Darren Weekly	**Date:** 01-10-2023

Definition of Work: The Deputy Director position is a highly responsible executive level position charged with supporting the Directory of Emergency Management in administration of the Office of Emergency Management and facilitating interagency coordination, cooperation, and planning between all levels of government including local, state, and federal agencies and other stake holders, non-governmental organizations, or volunteer groups before, during and after an emergency or disaster. The position oversees the development of strategic plans and interim goals; develops policies and recommends priorities; adjusts plans to respond to emerging and urgent issues; works to achieve timely outcomes and measurable goals within budget guidelines; and performs related duties as required.

General Duties: To reduce the risk of injury, loss of life or damage to property or the environment as a result of natural or human caused events or action. Ensure basic emergency management functions are fulfilled including incident support operations such as storm tracking/ severe weather coordination, emergency operations planning, incident recovery, damage assessment, shelter and donations management, emergency management/homeland security grant administration, mitigation/prevention support, and agreement/financial management coordination prior to or during incidents. In addition, the Deputy Director will represent the County to various emergency management organizations at the local, state and federal levels.

Supervision Exercised: Supervise and direct the work activities of assigned members of the Emergency Management staff. Coordinate work activities of assigned personnel during natural and human caused events which pose a threat to life, property, or the environment.

Supervision Received: Reports directly to the Emergency Management Director.

Examples of Duties and Responsibilities: (The following examples are illustrative only and are not intended to be all inclusive.)

- Assist the Director in the administration of the Office of Emergency Management.
- Act as Department Director when the Director is unavailable. In the absence of the Director, serve as the EOC Manager when the EOC is activated.
- Provide on–call, all-hazard emergency coordination support to complex or extended incidents that occur in the Douglas County locality.
- Guide the development of operating processes for emergency operations and response.
- Manage Office of Emergency Management training and exercise programs.
- Lead research, development, and support for the Douglas County Comprehensive

Emergency Management Plan.

- Assist the Director in keeping the Sheriff and the Board of County Commissioners apprised of the overall readiness of the County. May need to respond on-site to emergencies and provide situational assessments during an emergency or disaster to Incident Command or Commander.
- Ensure County compliance with necessary and applicable Federal and State rules, regulations and standards relating to the development of an operational emergency disaster capability and emergency management.
- Prepare for signature all materials and documents required for the obtaining of state and/or federal assistance during an emergency and for declarations of States of Emergency or Disaster Declarations.
- Prepare and implement the Office of Emergency Management budget requests and annual budget. Maintain a high level of fiscal management by monitoring expenditures to ensure adherence to the approved budget.
- Assist the Director in ensuring established emergency management IGAs and contacts are fulfilled according to their terms and develop others as needed to perpetuate interagency coordination and cooperation in disaster management.
- As necessary, develop emergency management related Resolutions, Ordinances, and Intergovernmental Agreements.
- In the absence or at the direction of the Director, act in good faith on behalf of the Sheriff and/or Board of County Commissioners to make emergency or lifesaving decisions that could obligate the County Government to financial or other commitments when working with various agencies or governments during a disaster or emergency.
- Manage various aspects of Homeland Security as a part of the "all-hazards" emergency management program including grant processing, regional coordination, and representation.
- Respond on-scene to emergencies as necessary to provide resource support, incident command organizational structure development, and technical advice during multi-agency incidents, countywide impact incidents, mass casualty incidents, or other requested responses.
- Serve as the operations room manager of the Douglas County Emergency Operation Center, which includes various management functions such as technical operations, administrative management, operational structure, recommendation and training of team members, annual exercise coordination, and management of the EOC team during activations.
- Serve as liaison or representative of the Office of Emergency Management to various emergency management organization at the local, regional, state, and federal levels and when requested, serve a liaison or representative of the Office of Emergency Management, Douglas County Sheriff's Office and Douglas County Government on various appointed boards and commissions or other requested assemblies.
- Provide public presentations on emergency management topics.
- Other duties as assigned.

Consequence of Error: The inability or failure to properly perform the duties of this position may result in the improper use of available emergency response resources and failure to be at the appropriate level of preparedness, potentially resulting in the wide-spread loss of life, damage to public and private property and natural resources.

Education and/or Experience: A Bachelor's degree in public administration, emergency management or closely related field and five years of related emergency services experience is required. A Master's degree in public administration, emergency management or related field and specialized experience in wildland fire management, emergency medical services and/or emergency management is preferred. A combination of appropriate education and experience may be considered.

Special Requirements:

- Ability to obtain and maintain a valid Colorado driver's license is required at time of employment
- Ability to complete a NWCG type S-130/S-190 basic wildland fire training curriculum.
- Extensive knowledge of the National Incident Management System, fire service and EMS procedures.
- Able to pass qualifying exams and background checks.
- Ability to obtain a Colorado or IAEM Certified Emergency Manager Certificate.
- Willingness to work on-call on a rotating basis as required, 24 hours a day, 7 days a week, 365 days a year.

Essential Functions

Computer Skills: Must have basic user-level competency with Windows PC operating systems.

Department Policies and Procedures: Demonstrates a working knowledge of and compliance with all Douglas County Sheriff's Office and Douglas County Government policies, procedures, and directives.

Mental/Emotional Abilities: Applies reason and logic rapidly in a legally correct manner when under physical, emotional, and intellectual stress. Comprehends and processes new information quickly and accurately, retains relevant information, remains calm and effectively communicates under pressure and unusual circumstances.

Physical Skills: Possesses and maintains the ability to operate standard office machines, equipment, and utensils. Ability to perform under stress and perform physical demands, such as lifting 40 pounds from a standing position and walking up a steep grade at high elevations for 30 minutes.

Public Interaction: Able to communicate well with members of the community, law enforcement, fire service and personnel from other agencies.

Geography Skills: Ability to read, locate areas and interpret geographical features on a map.

Decision Making Skills: Ability to make quick and effective decisions.

Reasoning Ability: Ability to recognize, investigate, analyze, and communicate on a wide variety of complex problems with large numbers of stakeholders and recommend effective solutions.

Verbal Skills: Speaks English clearly and converses effectively with persons of divergent ethnic,

cultural, and educational backgrounds. Projects voice clearly and forcefully, when necessary, while under personal stress.

Vehicle Operation: Operates vehicles during routine and emergency operations under varying road and weather conditions.

Testimony: Must be able to provide credible testimony in a court of law or any other legal proceeding or investigation

Supervisory Skills: Ability to perform effective supervision including recruitment, hiring, scheduling, performance management, conflict resolution and training.

Writing Skills: ability to complete incident reports, emergency management plan, performance appraisals, training courses and public presentations.

Contacts: This position has daily contact with County employees, County department directors, employees of other jurisdictions, the public, and various Local, State and Federal Officials.

Independent Judgment: Work is performed under the direction of the Emergency Management Director. Incumbent is given broad terms and format, allowing a great amount of latitude and individual judgment, to accomplish goals and achieve desired results.

Work Environment: Work is generally performed in a typical office setting, however, during emergency situations the environment could be one of a more serious nature such as being exposed to smoke from fires, hazardous materials, natural disaster scenes, or inclement weather. Work hours may be extended during a hazard response situation.

Note: The successful applicant must be able to perform ALL the above job functions, unassisted, and at a pace and level of performance consistent with actual job requirements. These duties are intended to be illustrative only and are not intended to be all-inclusive.

Other: In the event of an emergency/disaster in or near the County, all County employees are expected to make every effort to be available to assist the County Manager, Elected/Appointed Officials and Department Directors to ensure the continued operation of any and all necessary County functions. This may mean being available to perform additional duties and hours beyond what is normally required. In the event an exempt employee does work more than 40 hours a week in support of County operations during an emergency, such employee may receive overtime or other appropriate wage compensation in accordance with existing County policies or at the discretion of the County.