

**CLASS TITLE: Manager of Emergency Management Services**

**CHARACTERISTICS OF THE CLASS:** Under direction, the class manages city wide emergency management planning and coordination programs and activities in the areas of preparedness, mitigation, response and recovery; and performs related duties as required.

**ESSENTIAL DUTIES:** Supervises professional emergency management staff engaged in developing and updating city wide emergency management plans in preparation for and response to emergency and disaster situations; oversees the development and implementation of operating procedures and action plans to effectively utilize emergency personnel and equipment during emergency or disaster situations; activates the proper response plan during emergency situations, as directed by executive level staff, and coordinates emergency personnel and services at emergency or disaster incidents; monitors and directs the coordination of recovery efforts to restore services and operations; manages emergency planning projects, directing staff activities including disaster simulation exercises and emergency operations drills to prepare city departments to effectively respond to emergencies; conducts research and prepares reports for management to remain abreast of best practices and new developments in the area of emergency management preparedness; oversees staff performing threat and vulnerability assessments, determining necessary security and risk mitigation measures; prepares management reports relating to emergency operations planning and preparedness activities.

**RELATED DUTIES:** Oversees the preparation of public information materials and conducts public education presentations on emergency management programs; analyzes data and prepares related reports regarding costs associated with emergency management response plans.

**MINIMUM QUALIFICATIONS:**

Training and Experience. Graduation from an accredited college or university with a Bachelor's degree supplemented by four years of project management or emergency management experience, or an equivalent combination of training and experience, provided that the minimum degree requirement is met.

Must have a valid State of Illinois driver's license.

Knowledge, Abilities and Skill. Considerable knowledge of emergency management response planning. Considerable knowledge of the policies

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and procedures governing emergency management operations. Considerable knowledge of local, state and federal emergency management response plans. Considerable knowledge of project

management principles and practices. Good knowledge of supervisory methods and practices.

Ability to manage the work of professional emergency management staff. Ability to coordinate emergency management operations with responder departments and agencies.

Considerable skill in coordinating and assessing the activities of staff assigned to specialized emergency management areas. Considerable skill in establishing and maintaining effective working relationships with local, state and federal emergency management agencies. Considerable skill in assessing emergency situations and effectively allocating resources. Considerable skill in developing and implementing emergency plans and procedures. Considerable human relations skills. Good oral and written communication skills.

Physical Requirements. Ability to access sites or locations of emergency or disaster situations.

Working Conditions. Inside: General office environment. Outside: Exposure to severe weather conditions.

Equipment. Safety equipment. Communications equipment. Standard office equipment including personal computers.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

September, 2005  
City of Chicago  
Department of Personnel