



COOK COUNTY, ILLINOIS

Deputy Director of Administration Opportunity in Chicago

Cook County's Department of Emergency Management & Regional Security is seeking a Deputy Director of Administration to join our team.

Cook County offers great benefits and the chance to participate in a strong tradition of public service. Cook County is home to more than five million residents, roughly 45% of Illinois' population. Cook County Government provides a range of vital services and programs that enhance the quality of life for residents across the region. These services range from health care to urban planning. Cook County is committed to empowering its employees to bring our constituents the best that public service has to offer.

This is an executive staff position that reports directly to the Executive Director of Cook County DEMRS and the Chief Deputy Director of DEMRS to support in the administration of all DEMRS Administrative activities, in the direction, coordination and overall management of the administrative policies, procedures and scheduling of work time and assignments to DEMRS staff, interns and or administrative volunteers. Additionally, the Deputy Director of Administration will assist in the EMPG grant process including research, reports and any follow-up communication as directed by the Executive Director of DEMRS. The Deputy Director of DEMRS will ensure the organization's overall effectiveness as it relates to all requirements of the IEMA Act and Title 29 of the Illinois Administrative Code CH. 1m Sec, 301. The Deputy Director of Administration will also hold a leadership role in assisting Executive Director with Emergency Management initiatives and will aid in the day to day management planning and aid in the implementation of public awareness, preparedness and training programs as they relate to the emergency management activities and shall assist in the timely planning development and maintenance and updating of the Cook County Emergency Operations Plan, and will assist any other Cook County governmental agency that shall be required to develop an Emergency Operational Plan to ensure that all planning and developmental activities meet and are included in the overall Cook County EOP structure along with the latest National Incident Management System (NIMS) guidelines. This position has 24/7 response duties and capabilities just as the DEMRS Duty Officer and as such may require a physical response to the scene of any local or countywide; emergency, incident command post, or emergency operations center that may have been activated

How do I apply?

Please submit a Cover letter and Resume to Shakmanexemptapplications@cookcountyil.gov. The position description can be found on the right side of this page under the Download option.

When are Resumes due?

Until Filled.

SNAPSHOT OF COOK COUNTY:

- Cook County employs over 22,000 employees who work in a variety of skilled jobs and trades.
- Health Care – Cook County established the nation’s first blood bank in 1937. Cook County Hospital was the first to have a dedicated unit for trauma services. Today our healthcare system treats more cancer patients than any other provider in the metropolitan area.
- Technology – Cook County’s Bureau of Technology provides technology support to Cook County offices and employees, with its wide area network providing service to more than 120 municipalities.
- Courts – Cook County oversees one of the nation’s largest unified criminal and civil justice system and administers the largest single jail site in the country.
- Highway – Cook County maintains almost 600 miles of roads and highways.
- Land – Cook County assesses the value of more than 1.5 million parcels of taxable land and collects and distributes tax funds as a service for local government taxing bodies.
- Safety – Cook County provides vital services to local government, from conducting elections in suburban areas to offering 911 services in unincorporated areas and municipalities.

Location:

Located in the Loop District of downtown Chicago, one of the most formidable business districts in the world, the area has an astounding number of cultural foundations, stunning parks such as Millennium Park and Maggie Daley Park, steps away from the Chicago Riverwalk, award-winning restaurants and plenty of shopping!

In addition, Chicago is serviced by multiple bus and train lines for public transportation from the suburbs to the city, taxis are plentiful, public parking garages for motorists, and bicycle share rentals and local bike lanes for bicyclist.

Benefits:

Cook County employees have access to a variety of benefits, including:

- Medical and Pharmacy Plans
- Dental Plans
- Vision Plan
- Flexible Spending Accounts – Health Care and Dependent Care
- Life Insurance – Group Term and Supplemental Life
- Commuter Benefits
- Pre-paid Legal Services
- Retirement Benefits

Post Offer testing:

All new employees will be required to submit to a satisfactory drug test and background check, based on reports obtained from law enforcement authorities. The reports are based on results from fingerprints taken from all new hires.

COUNTY OF COOK



Bureau of Human Resources

118 N. Clark Street, Room 840
Chicago IL 60602

Job Code: 5418
Job Title: Deputy Director of Administration
Salary Grade: 24
Bureau: Bureau of Administration
Department: Emergency Management & Regional Security
Dept. Budget No. 265
Position I.D. 1001005
Shakman Exempt

Characteristics of the Position

General Overview

This is an executive staff position that reports directly to the Executive Director of Cook County DEMRS and the Chief Deputy Director of DEMRS to support in the administration of all DEMRS Administrative activities, in the direction, coordination and overall management of the administrative policies, procedures and scheduling of work time and assignments to DEMRS staff, interns and or administrative volunteers. Additionally, the Deputy Director of Administration will assist in the EMPG grant process including research, reports and any follow-up communication as directed by the Executive Director of DEMRS. The Deputy Director of DEMRS will ensure the organization's overall effectiveness as it relates to all requirements of the IEMA Act and Title 29 of the Illinois Administrative Code CH. 1m Sec, 301. The Deputy Director of Administration will also hold a leadership role in assisting Executive Director with Emergency Management initiatives and will aid in the day to day management planning and aid in the implementation of public awareness, preparedness and training programs as they relate to the emergency management activities and shall assist in the timely planning development and maintenance and updating of the Cook County Emergency Operations Plan, and will assist any other Cook County governmental agency that shall be required to develop an Emergency Operational Plan to ensure that all planning and developmental activities meet and are included in the overall Cook County EOP structure along with

the latest National Incident Management System (NIMS) guidelines. This position has 24/7 response duties and capabilities just as the DEMRS Duty Officer and as such may require a physical response to the scene of any local or countywide; emergency, incident command post, or emergency operations center that may have been activated

Key Responsibilities and Duties

Provides assistance to the Executive Director of DEMRS through administrative policy and procedure development activities, with the day to day administration of the Cook County DEMRS.

Coordinates all administrative assets, programs and personnel with operational, communications and response activities of Cook County DEMRS; assists in the coordination of EOC activities and functions for Cook County.

Provides assistance to the Executive Director and the DEMRS Director of Financial Control regarding budgetary issues and grant management activities. Participates in the interviewing and hiring process of Cook County EMA staff.

Represents Cook County and the Cook County Board President on various regional, state, and federal committees related to confidential Homeland Security, Public Safety and Emergency Management matters

Assists the Executive Director of DEMRS and the Chief Deputy Director of DEMRS with various administrative functions including processing reports in accordance with EMPG guidelines, coordinating correspondence and initiating/responding to telephone calls and emails.

Assists the Executive Director of DEMRS and the Chief Deputy Director of DEMRS with orders, purchases and maintains required administrative equipment in accordance with Cook County budget guidelines

Coordinates emergency notification and public alert services including providing emergency and disaster information.

Stays current regarding training standards, codes and statues that effect DEMRS and the Cook County.

Develops and promotes cooperation and assistance agreements (Mutual Aid) and memorandums of understanding (MOU) among various local and regional units of government and non-government organizations that may be utilized in times of an emergency or disaster.

Coordinates with DEMRS Staff and appropriate Cook County agencies to ensure that they participate in Emergency Disaster drills and exercises.

Knowledge, Skills and Abilities

Knowledge of incident and emergency management procedures and protocol.

Knowledge of Homeland Security/FEMA requirements in relation to emergency management.

Knowledge of state, county and municipal emergency management statutes, rules, ordinances and codes.

Skill in coordinating administrative emergency management activities.

Skill in interpreting and applying governmental directives.

Ability to maintain the integrity of confidential efforts and documents.

Ability to work under extremely stressful situations and handle multiple tasks over an extended period of time.

Ability to ascertain compliance with federal and state emergency preparedness laws, rules and regulations and explain compliance requirements to county and local officials.

Ability to communicate in verbal, written, or electronic formats in a concise and grammatically correct manner.

Ability to make independent to accurate decisions in difficult matters with tact and courtesy.

Skill in Microsoft Office and field related software.

Knowledge of radio policies, protocols, and procedures.

Excellent verbal and written communication skills

Professional judgment in dealing with Cook County, local, state, and federal agencies and other professionals in the field of emergency management.

Skill in organizing and leading group activities including workshops and exercises.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's degree, PLUS a minimum of three (3) years' experience in Public Administration, Emergency Management, United States Armed Forces **OR** equivalent combination of professional work experience, training and education.

Preferred Qualifications

Master's Degree in Emergency Management or Public Safety.

Prior supervisory and managerial experience.

Certificates of Completion of Standard NIMS course work; IS-700 & IS-800.

Certificates of Completion of the MIMIS-ICS course work: ICS-100, 200, 300 &400.

Physical Requirements

Light Work

Light Work involves exerting up to 20 pounds of force occasionally or up to 10 pounds of force frequently, or a negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects. Even though the weight lifted may be only a negligible amount, a job/occupation is rated Light Work when it requires: (1) walking or standing to a significant degree; (2) sitting most of the time while pushing or pulling arm or leg controls; or (3) working at a production rate pace while constantly pushing or pulling materials even though the weight of the materials is negligible.

The duties listed are not set forth for purposes of limiting the assignment of work. They are not be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.