



## COOK COUNTY, ILLINOIS

### Deputy Director of Operations Opportunity in Chicago

Cook County's Department of Emergency Management & Regional Security is seeking a Deputy Director of Operations 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 Operational activities that will include DEMRS field operations and DEMRS – EOC operations. All operational activities will primarily revolve around the following four (4) major phases of any disaster and emergency situation: Emergency Response; Recovery; Mitigation and Preparedness.

This position will actively participate in the development of DEMRS policy and procedures, oversees emergency management operational policies, procedures and activities and will supervise the interaction and coordination of operational objectives with local first responders, local elected officials and State/Federal cooperators for the Cook County DEMRS. The deputy Director of Operations will hold a leadership role in assisting Executive Director with the long-range planning and the response functions for Cook County's Emergency Management & Regional Security initiative and will aid in the implementation of public awareness, preparedness and training programs as they relate to DEMRS Operational activities. This position has a 24/7 response duties and capabilities just as the DEMRS Duty Officer and 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](mailto: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 motorist, 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: 4811  
Job Title: Deputy Director of Operations  
Salary Grade: 24  
Bureau: Bureau of Administration  
Department: Emergency Management & Regional Security  
Dept. Budget No. 265  
Position I.D. 0669502  
Shakman Exempt Yes

### **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 Operational activities that will include DEMRS field operations and DEMRS – EOC operations. All operational activities will primarily revolve around the following four (4) major phases of any disaster and emergency situation: Emergency Response; Recovery; Mitigation and Preparedness.

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#### **Key Responsibilities and Duties**

Provides assistance to the Executive Director of DEMRS and the Chief Deputy Director of DEMRS through operational policy and procedure development activities, monitors day to day field operational and EOC operational requirements of the Cook County DEMRS.

Coordinates DEMRS operational assets, programs and personnel with operational response activities and administrative needs of Cook County DEMRS.

During all EOC Activation Periods assists in the coordination of EOC activities and functions for Cook County.

Provides assistance to the Executive Director of DEMRS and the Chief Deputy Director of DEMRS regarding budgetary issues and grant management activities as it relates to DEMRS Operational needs. Participates in the interviewing and hiring process of Cook County DEMRS 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 orders, purchases for operational equipment (Field and EOC Operational) needs and maintains required operational equipment in accordance with Cook County budget guidelines.

Attends various information and planning meetings as it relates to DEMRS Operational aspects.

Provides information and training to groups in relation to operational aspects of homeland security of emergency management subjects.

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Provides information and training to groups in relation to operational aspects of homeland security or emergency management subjects.

Assists the Executive Director of DEMRS and the Chief Deputy Director of DEMRS in providing emergency response assistance to mutual aid emergencies.

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Assist the Executive Director of DEMRS and the Director of Financial Control and in the development of the annual operating budget and monitoring of quarterly expenses as it relates to the operational needs and requirements for Cook County DEMRS.

Coordinates the operational aspect of emergency notification and public alert services including providing emergency and disaster information.

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

Develops, recommends 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.

Maintains confidential materials and information.

## **Knowledge, Skills and Abilities**

Knowledge of incident and emergency management communication procedures and protocol.

Knowledge of FEMA/DHS National Interoperability requirements in relation to Homeland Security and Emergency Management.

Knowledge of state, county and local communication plans and Emergency Operation

Plans. Skill in interpreting and applying governmental directives.

Ability to maintain the integrity of confidential efforts and documents.

Ability to supervise the activities of both paid staff and volunteers.

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 and accurate decisions in difficult matters with tact and courtesy.

Skilled in utilizing professional judgment in dealing with Cook County, local, state and federal agencies and other professionals in the field of emergency management.  
Excellent verbal and written communication skills

Knowledge of radio policies, protocols, and  
procedures.

Knowledge of operational planning, policies, protocols and procedures

Skilled in Microsoft Windows and proficient computer skills.

## **Minimum Qualifications**

Graduation from an accredited college or university with a Bachelor's degree, PLUS a minimum of three (3) years' experience in Emergency Management, Public Safety Administration, 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.**