

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **EMERGENCY MANAGEMENT DEPUTY DIRECTOR**

Spec No. 1140

### **BASIC FUNCTION**

Act for and in behalf of director as assigned. Organizes, coordinates and oversees the operations of the department.

### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Assists the director by answering questions, makes decisions and represents director during short as well as long-term absences.
2. Oversees the preparation of the department budget; manages department work performance within adopted budget allocations; administers the adopted budget.
3. Prepares or supervises the preparation of department plans, goals and objectives; develops department work programs; establishes staffing and scheduling requirements; monitors progress.
4. Assigns, supervises and evaluates the work of managers, supervisors, technical leads and reporting staff; advises, assists and trains subordinates as necessary.
5. Directs the preparation and maintenance of reports and records of the department operations, work performance and production; evaluates department operations and initiate changes as necessary; develops and implements departmental policies, procedures, and standards.
6. Selects, hires, terminates and disciplines subordinate employees as may be delegated by the Director.
7. Negotiates and administers contracts relating to department functions and operations.
8. Promotes good customer service and public relations; coordinates operations and promotes partnerships with other departments, outside agencies, citizen groups and the general public; represents the department at public meetings or hearings; makes presentations before council and coordinates with the council on behalf of the director.

### **STATEMENT OF OTHER JOB DUTIES**

9. The Deputy Director position will transition to a critical leadership role as defined by the Snohomish County Emergency Coordination Center Standard Operating Guidelines (ECCSOG) during times of disaster.
10. Performs related duties as required.

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**MINIMUM QUALIFICATIONS**

A Bachelor's degree in emergency management, public administration or a closely related field; AND, five (5) years of progressively responsible experience in emergency management or homeland security that includes supervisory/management experience and extensive work in an Emergency Operations Center; OR, any equivalent combination of training and/or experience which provides the required knowledge and abilities. Must pass job related tests.

**SPECIAL REQUIREMENTS**

Ability to obtain a security clearance from state and/or federal departments and agencies.

A valid Washington State Driver's License is required.

Applicants may be subject to a background investigation and a psychological examination.

**KNOWLEDGE AND ABILITIES**

Knowledge of:

- the principles and practices of emergency management including planning, coordinating, preparing for and responding to emergencies
- current developments and trends in the field of emergency management and homeland security
- the National Incident Management System (NIMS) and the Incident Command System (ICS)
- Emergency Operations Center practices and methods of operation
- the principles and practices of program planning, organization, budgeting and administration
- the principles and practices of effective supervision

Ability to:

- assist in the planning, organizing and directing the operations of a major county department
- plan, coordinate, supervise and evaluate the work of subordinate employees
- prepare and administer the departmental budget
- analyze departmental operations, initiate changes and to take effective action to correct deficiencies and resolve problems
- work under pressure and to delegate responsibility
- establish and maintain effective working relationships with elected officials, associates, subordinates, employees of other agencies, and with the general public
- communicate effectively, both verbally and in writing
- prepare a variety of correspondence, reports and other written materials

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KNOWLEDGE AND ABILITIES (Continued)

- read, interpret and apply a variety of laws, rules and regulations governing departmental operations including county rules and regulations

SUPERVISION

Employee reports to the Director of Emergency Management. The employee assumes the duties of the Director in his/her absence or as directed. The employee is responsible for all operations of the department and the work is performed independently in conformance with the County Code and various state and federal laws, rules and regulations governing the work. Work is reviewed through meetings, status reports and results obtained.

WORKING CONDITIONS

The majority of the work is performed in the usual office environment with travel to off-site locations. Response to emergency events may be required anytime. Will serve as the on-site coordinator as needed during a disaster and will provide supervision and oversight to other emergency management employees.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: March 2006  
Revised: May 2007, May 2019  
EEO Category: 1 - Officials and Administrators  
Pay Grade: 112 - Management Exempt Pay Plan  
Workers Comp: 5306 Non-Hazardous