

SNOHOMISH COUNTY JOB DESCRIPTION
EMERGENCY MANAGEMENT DEPUTY DIRECTOR

Spec No. 1140

BASIC FUNCTION

Organizes, coordinates, manages and supervises the operation and advancement of the department. Directs emergency program area managers and supervisors in the implementation of program area goals, objectives, work products, and outcomes.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Performs with a high degree of independent judgement, discretion, and confidentiality.
2. Acts for and on behalf of the director in the daily operations and advancement of DEM, and as assigned.
3. Assists the director by answering questions, making decisions and representing the director during short and long-term absences.
4. Represents the director and DEM with County Council, County Executive, other departments, the media and the public; makes presentations before council and coordinates with the council on behalf of the director.
5. Represents DEM at meetings, workshops and seminars with federal, state and local agencies.
6. Develops and supervises emergency management programs, initiatives, and strategic planning activities.
7. Supervises the preparation of the department budget; manages department work performance within adopted budget allocations; administers the adopted budget.
8. Prepares, plans, and supervises the preparation of department plans, goals and objectives; develops and manages department work programs; establishes staffing and scheduling requirements; monitors progress.
9. Assigns, supervises and evaluates the work of managers, supervisors, technical leads and reporting staff; advises, assists and trains subordinates as necessary.
10. Directs the preparation and maintenance of reports and records of the department operations, work performance and production; evaluates department operations and initiates changes as necessary; develops and implements departmental policies, procedures, and standards.
11. Recruits, hires, mentors, supervises, disciplines, and terminates subordinate employees as required.

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12. Ensures and oversees the safety and security of staff, customers, equipment, and the facility.
13. Negotiates and administers contracts relating to department functions and operations.
14. Promotes good customer service and public relations; coordinates operations; promotes and develops partnerships with other departments, outside agencies, citizen groups and the general public.
15. The Deputy Director position will transition to a critical leadership role during times of disaster, as defined by the Snohomish County Emergency Coordination Center Standard Operating Guidelines (ECC SOG). In this capacity, the incumbent may work extended hours for periods that may last for several days or weeks.

STATEMENT OF OTHER JOB DUTIES

16. Performs related duties as required.

MINIMUM QUALIFICATIONS

A Bachelor's degree in emergency management, public administration or a closely related field; AND, six (6) 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.

PREFERRED QUALIFICATIONS

Certification as a Certified Emergency Manager (CEM) by the International Association of Emergency Managers is preferred.

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 at the time of employment.

Candidates for employment must successfully pass a criminal background investigation and may be subject to a psychological examination.

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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:

- Plan, organize, coordinate, and direct 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 take effective action to correct deficiencies and resolve problems
- allocate and make effective use of available resources
- work under pressure and 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

KNOWLEDGE AND ABILITIES (Continued)

- read, interpret and apply a variety of laws, rules and regulations governing departmental operations including county rules and regulations
- serve in a critical leadership role during disasters, as defined by the Snohomish County Comprehensive Emergency Management Plan

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.

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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 in a critical leadership role as needed during a disaster and will provide supervision and oversight to other emergency management employees and staff in the Emergency Coordination Center.

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, January 2022
EEO Category: 1 - Officials and Administrators
Pay Grade: 113 - Management Exempt Pay Plan
Workers Comp: 5306 Non-Hazardous
FLSA Status: Exempt