

## CITY OF MONROE



### Job Description

**Job Title:** Emergency Management Director  
**Reports To:** City Administrator  
**Prepared By:** Daryl Rausch  
**Approved Date:** 12-2-2014

**Department:** Fire  
**FLSA Status:** Exempt  
**Prepared Date:** 1-1-2012  
**Rank Indicator:** None

**Summary** Plans, directs, and coordinates emergency planning and management activities of the City of Monroe including severe weather and disaster response and mitigation, emergency planning, shelter operations and continuity of operations planning by performing the following duties personally or through subordinate supervisors.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

Develops, plans, and implements emergency management goals, objectives, rules, regulations, and work methods that comply with Federal, State, and local laws and in response to assessment of community needs.

Establishes, within policy guidelines, appropriate service and staffing levels.

Coordinates, administers, and monitors emergency planning and response activities, personnel, and programs.

Provides consultation and staff assistance to city council and other governmental officials.

Supervises and participates in the development and administration of the emergency management budget.

Directs the selection, supervision, training, development, and discipline of emergency management personnel.

Evaluates emergency planning, mitigation and response policies by keeping abreast of new methods and conducting studies of city operations.

Assumes personal command in the event of severe weather events or man-made or natural disasters.

Maintains essential resources lists including internal and external equipment needed to respond to various events.

Responsible for the establishment and maintenance of emergency operations center(s).

Coordinates mutual aid plans and agreements, emergency responses, and other activities with surrounding jurisdictions, other departments, and organizations.

Confers with officials and community groups and conducts public relations campaigns to present need for changes in laws and policies and to encourage emergency response planning.

Directs the activities of multiple agencies in conjunction with disaster or emergency response and mitigation.

Plans and conducts drills, exercises and activities to ensure emergency management capabilities are regularly tested to ensure competencies and capabilities.

Coordinates and prepares a variety of plans, reports, presentations, and records.

Participates in employee relations activities related to emergency planning and response, including providing advice and assistance for management negotiations.

**While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.**

Prepares records of emergency response activities, submits reports and maintains documentation.

Directs correspondence to appropriate community leaders, residents and partners.

Maintains records of emergency response cost and assists with submittal for appropriate reimbursement.

### **Supervisory Responsibilities**

Manages subordinate Deputy Emergency Management Director, emergency responders and city employees in relation to emergency preparedness activities including planning, training and response.

### **Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

*Problem Solving* - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

*Technical Skills* - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

*Customer Service* - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service ; Responds to requests for service and assistance; Meets commitments.

*Interpersonal Skills* - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Delegation - Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.

Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.

Managing People - Includes staff in planning, decision-making, facilitating and process improvement; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal and external); Continually works to improve supervisory skills.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

Cost Consciousness - Works within approved budget.

Diversity - Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Sets goals and objectives.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Monitors own work to ensure quality.

Quantity - Completes work in timely manner.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Adaptability - Adapts to changes in the work environment; Manages competing demands.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Undertakes self-development activities; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

**Qualifications** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

Any combination of education and experience equal to or exceeding a 4-year degree in human resource management, public administration, or business management. Should have at least 10 years emergency services background, and experience. Must be willing to engage in an open and participatory management style, and function as a team leader in problem solving and decision-making.

### **Language Skills**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

### **Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **Reasoning Ability**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **Computer Skills**

To perform this job successfully, an individual should have knowledge of Database software; Spreadsheet software and Word Processing software such as Firehouse and Firezone, WS Word, Excel, PowerPoint

### **Certificates, Licenses, Registrations**

Valid Wisconsin driver's license

Must be willing to attend Emergency Management institute training as available.

**Physical Demands** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; walk and talk or hear. The employee is frequently required to use hands to finger, handle, or feel; reach with hands and arms and taste or smell. The employee is occasionally required to sit; climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 25 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions and risk of electrical shock. The noise level in the work environment is usually moderate.

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