



## Salt Lake County Job Description

# Assistant Emergency Services Director

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**DEPARTMENT:** Regional Development

**DIVISION:** Emergency Services/1025

**JOB CODE:** 051 **GRADE(S):** 16

**FLSA STATUS:** Exempt

**SALARY PLAN:** GEN

**EFFECTIVE DATE:** 09/10/2015

**SAFETY SENSITIVE:** No

### **JOB SUMMARY**

Provides leadership, coordination, and support for the Emergency Services Bureau functions county-wide and manages division internal administrative functions. Participates in the development and implementation of planning and readiness assurance for Emergency Services and other programs. Participates, administers, and coordinates grants and emergency related financial issues with Director and other stakeholders.

### **MINIMUM QUALIFICATIONS**

A Master's degree in Emergency Management, Business Administration, Public Administration, or other related field, plus three (3) years of increasingly responsible experience in emergency management or a first responder discipline, at least one (1) year of which must have been supervisory or administrative; OR an equivalent combination of education and experience. Education may not be substituted for the required supervisory/administrative experience.

### **ESSENTIAL FUNCTIONS**

*The following duties and responsibilities are intended to be representative of the work performed by the incumbent(s) in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position.*

*Applicants must be prepared to demonstrate the ability to perform the essential functions of the job with or without a reasonable accommodation.*

- Cooperates and coordinates closely with state emergency management officials and emergency services personnel of other counties and/or cities to coordinate the work and training of local volunteer groups.
- Assists with developing, directing, and overseeing emergency preparedness programs for Salt Lake County Government and its communities.
- Assists with development, coordination, facilitation, and monitoring of emergency preparedness planning efforts of County Government agencies.
- Conducts or obtains training for government employees; coordinates community response training for government and private sector personnel; designs, executes, and evaluates emergency/disaster preparedness, response, and recovery exercises.
- Participate in long-term planning readiness assurance for functions and direction in the Emergency Services Bureau.
- Advises and assists County departments and local government agencies on strategies for developing emergency plans and procedures.

- Prepare reports on operations and activities; prepare, submit, and implement Federal Emergency Management Agency grant proposals. Participates in advisory and policy committees in the preparation, review, and monitoring of grant applications for the Salt Lake Valley jurisdictions and other stakeholders when appropriate and as directed.
- Researches and analyzes programmatic and fiscal aspects of emergency projects to be funded (for Emergency Services; for Salt Lake County Government organizations; and for the Salt Lake Valley as a whole.
- Assists in the preparation of annual budget under the direction of the Emergency Services Director
- Acts in for Emergency Services Director as needed.
- Serves on councils and committees including emergency management, emergency medical, public safety, and other emergency service groups.

### **KNOWLEDGE, SKILLS AND ABILITIES (KSA)**

#### **Knowledge of:**

- Federal, State, and local laws and regulations related to disaster responses and restoration.
- Management and supervision principles and practices
- Current principles and practices in project management, project cost accounting, budgeting, and grants and contract management
- Principles of disaster planning and exercise design
- Principles of public relations
- Principles of emergency management and readiness planning
- Basic principles of grant writing and administration
- National Incident Management System (NIMS)

#### **Skills and Abilities to:**

- Use current office software programs
- Develop and maintain working relationships with a variety of constituents and individuals from diverse social, ethnic, and economic backgrounds
- Research, gather, analyze, and synthesize data
- Write and present reports and white papers
- Present statistical and narrative information to non-technical audiences
- Communicate effectively in both orally and in writing
- Supervise and train assigned staff and volunteers
- Apply rapidly changing priorities to work in progress
- Analyze statistical data and make appropriate recommendations
- Interpret and apply rules, regulations, policies, and procedures
- Deal courteously, professionally, and tactfully with internal and/or external regional partners, agencies, and the public

- Work effectively as a member of a team
- Identify, prepare, submit, implement, and monitor grant proposals

### **WORKING CONDITIONS AND PHYSICAL REQUIREMENTS**

### **IMPORTANT INFORMATION REGARDING THIS POSITION**

Assists in the management and coordination of disaster response in an Emergency Operations Center environment that may be staffed 24 hours a day for extended periods of time in the event of an exercise, emergency, or disaster.

Revised 01/16/2017/MB