



Warren C. Evans
County Executive

DEPUTY DIRECTOR OF HOMELAND SECURITY/EMERGENCY MANAGEMENT

GENERAL SUMMARY:

The Wayne County Homeland Security Emergency Management (HSEM) Deputy Director reports to the Director of HSEM and is responsible for day-to-day activities in the department. The Deputy Director is also responsible for planning and reporting for the Emergency Management Performance Grant, the Fermi Nuclear Emergency Preparedness for Radiological Emergencies related to The Fermi Nuclear Power Plant, and the coordination and exercise with 35 Fire and Police Departments within Wayne County, and coordination with six local counties and the city of Detroit. This role leads and supports the services, contracts, funding and projects associated with HSEM, to ensure effectiveness of service delivery, resource utilization and results.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Develops and maintains liaisons with municipalities, County departments, and similar entities to facilitate plan development, response effort coordination, and exchanges of personnel and equipment.
- Collaborates with other officials to prepare and analyze damage assessments following disasters or emergencies
- Attend meetings, conferences, and workshops related to emergency management to learn new information and to develop working relationships with other emergency management specialists
- Ensures that information relating to Federal, State, and local regulations affecting emergency plans is current, and ensure that plans adhere to these regulations.
- Proposes alterations of emergency response procedures based on regulatory changes, technological changes, or knowledge gained from outcomes of previous emergency situations

- Coordinates disaster response or crisis management activities, such as ordering evacuations, opening public shelters, and implementing special needs plans and programs.
- Prepares plans that outline operating procedures to be used in response and recovery to disasters or emergencies, such as severe weather events, nuclear accidents, natural and man-made disasters, and terrorist attacks
- Assists the Director in preparing grant documentation for Federal funding for emergency management related needs.
- Provides communities with assistance in applying for federal funding for emergency management facilities, radiological instrumentation, and other related items
- Establishes and maintains the Emergency Protection Zone (EPZ), and continuous exercises relating to the Fermi Nuclear Power Plant involving radiological protection emergency response
- Determines the needs of local area governments, fire, police, schools, hospitals and large private businesses to determine their needs and capabilities in responding to emergencies
- Assists the Director with preparation and management of budget activities including budget submissions, presentation, budget modifications, Commission discussions, vendor negotiations and contracts
- Manages staff and department operations
- Performs other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of Federal, State, County and local Emergency Management programs
- Knowledge of Michigan's PA 390 and FEMA's National Incident Management System and Incident Command System
- Knowledge of MCOLES training and certification
- Knowledge of budget preparation and management of budget
- Judgment and decision making skills
- Ability to deal effectively with others
- Ability to establish effective relationships at all levels of the County organization
- Computer skills for basic office services
- Interpersonal skills

***Knowledge and adherence of all relevant Wayne County policies, procedures, rules, Collective Bargaining Agreements, Executive Orders, Administrative Personnel Orders, Resolutions, and other County directives, including those referring to Ethics, Procurement, Vehicle Ordinance, Conduct, etc.**

REQUIRED COMPETENCIES:

- Business Acumen & Entrepreneurship
- Communication (verbal/written/non-verbal)
- Adaptability & Change Management
- Continual Learning & Developing a Learning Organization
- Customer Service (internal & external)
- Decisiveness
- Diversity Management
- Ethics, Integrity & Honesty
- Influencing, Inspiring and Negotiating
- Performance & Results Management
- Politically Savvy
- Problem Solving & Technical Credibility
- Internal & External Awareness
- Strategic Thinking & Long-Term Planning
- Teamwork & Group Leadership

DESIRED EXPERIENCE AND TRAINING:

Experience: Seven years of experience in law enforcement, fire service or public safety.

Training: Bachelor's degree in Business Administration, Public Administration, Criminal Justice or a related field or equivalent educational experience. Master's Degree preferred.

License: Professional Emergency Management Designation (or similar certification)

WORKING CONDITIONS:

Work is performed in an office setting.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position.

Department of Personnel/Human Resources
County of Wayne, Michigan
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