

POSITION PROFILE
DEPUTY DIRECTOR OF PREPAREDNESS
COOK COUNTY, ILLINOIS GOVERNMENT



COOK COUNTY
OFFICES

UNDER THE
PRESIDENT

December 2023

POSITION PROFILE

POSITION: Deputy Director of Preparedness – Emergency Management & Regional Security

DEPARTMENT: Emergency Management & Regional Security

REPORTS TO: Chief Deputy Director

SALARY: \$109,134- \$133,386

HOW TO APPLY: Please submit a Resume and Cover letter to Shakmanexemptapplications@cookcountyil.gov

OVERVIEW

Cook County's Department of Emergency Management and Regional Security is seeking a Deputy Director of Preparedness to join our team.

Cook County offers great benefits and the chance to participate in a strong tradition of public service. Cook County is home to more than five million residents, roughly 45% of Illinois' population. Cook County Government provides a range of vital services and programs that enhance the quality of life for residents across the region. These services range from health care to urban planning. Cook County is committed to empowering its employees to bring our constituents the best that public service has to offer.

WHY PURSUE A CAREER WITH COOK COUNTY?

In addition to providing employees with a challenging, rewarding environment for career and personal growth, we are proud to also offer some of the best benefits in the public sphere, including:

- Top Tier Medical Benefits: [Medical Plans](#), [Prescription Drug Benefit](#), [Dental Plans](#), [Vision Plan](#) and [7 Additional voluntary benefit plans](#)
- Flexible Teleworking Options
- Generous, Flexible Paid Time Off (13 paid designated holidays; Minimum of 10 vacation days annually; Up to 4 personal days annually; and Paid sick leave)
- [Pension Plan](#)
- Financial Support Programs and Resources: [Life Insurance](#), [Flexible Spending Accounts](#) – Dependent Day Care, [Commuter Benefits](#), Discounted Parking, PSLF Eligibility, [Deferred Compensation](#) and Education Tuition Stipend
- Health/Wellness Perks: [Flexible Spending Accounts-Health Care](#), [Employee Assistance Program](#) and [MyHealth Connections wellness program](#).

Please review carefully the [Employee Benefits](#) page. For benefits questions contact Risk Management at 312-603-6385 or email risk.mgmt@cookcountyil.gov.

SNAPSHOT OF COOK COUNTY:

- Serves 5.28 million residents of Chicago and its inner suburbs
 - 2nd largest county in America

**YOUR
IDEAS.
YOUR
PURPOSE.
YOUR
CAREER.
COOK
COUNTY.**



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UNDER THE
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Chad G.
Cook County Employee



- Larger than 27 states
- Cook County employs over 22,000 employees who work in a variety of skilled jobs and trades.
 - Nearly 80% unionized workforce
 - 15 unions represented
 - 63 separate collective bargaining agreements
- Highway – Cook County maintains almost 600 miles of roads and highways.
- Land – Cook County assesses the value of more than 1.5 million parcels of taxable land and collects and distributes tax funds as a service for local government taxing bodies.
- Safety – Cook County provides vital services to local government, from conducting elections in suburban areas to offering 911 services in unincorporated areas and municipalities.

LOCATION:

Located in the Loop District of downtown Chicago, one of the most formidable business districts in the world, the area has an astounding number of cultural foundations, stunning parks such as Millennium Park and Maggie Daley Park, steps away from the Chicago Riverwalk, award-winning restaurants, and plenty of shopping! In addition, Chicago is serviced by multiple bus and train lines for public transportation from the suburbs to the city, taxis are plentiful, public parking garages for motorists, and bicycle share rentals and local bike lanes for bicyclist.

ROLE SUMMARY

This position reports to the Chief Deputy Director and is responsible for the development and implementation of the Department's preparedness program aimed at creating a state of readiness within County government, County employees, local municipalities, businesses, and residents to respond to a disaster, crisis, or any other emergency. Builds the Department's preparedness capability in conjunction with its training and exercise staff. Sets performance metrics, evaluates productivity, and helps subordinates create long-term preparedness plans. Responsible for establishing, in conjunction with federal, state, and local partners, targeted, flexible, and cost-effective outreach programs and related initiatives that are both approved by DEMRS executive management and aimed at developing and growing the planning, preparedness, readiness, and awareness throughout Cook County. Manages and supervises the Chief of Planning, Public Information Officer and Planning and Preparedness Managers.

KEY RESPONSIBILITIES AND DUTIES:

Responsible for the long-range planning of the Department's preparedness program aimed at County government, County employees, local municipalities, businesses, and residents.

In conjunction with relevant Department staff, creates, implements, oversees, and evaluates the effectiveness of DEMRS' planning, preparedness, and readiness activities to meet the Department's strategic priorities.

Collaborates with DEMRS leadership to (1) define strategic preparedness goals and (2) determine which Departmental preparedness policies, practices and procedures should be prioritized for engagement, review, and update/change.

Oversees development of a Resident Preparedness program, including furtherance of the existing See Something Say Something campaign and both the development of original public awareness and preparedness materials and dissemination of same on radio, television, and web platforms.

Oversees Department's internal and external planning efforts, including creation of County Emergency Operations Plan, the Threat Hazard Identification Risk Assessment, Stakeholder Preparedness Review, Continuity of Operations planning, Continuity of Government planning, and Recovery planning.

Works with the Director of Finance to propose preparedness/marketing budgets and forecast costs for Executive Management review and approval; manages approved budgets; and identifies cost-effective methods to deliver relevant solutions.

Identifies business continuity planning resources and works with Department staff to provide preparedness services to the County's business sector.

Oversees efforts to craft public messaging regarding Department mission and activities; conceptualizes Department web presence in conjunction with executive staff and public information officer, to enhance awareness of same.

Serves as Department point of contact with County Public Safety Consortium, Bureaus, Departments, and separately elected officials for preparedness activities including employee life safety training and related planning and exercises.

Oversees the assessment of County-wide civilian emergency response team (CERT) readiness and response capabilities; identifies gaps in CERT coverage; and works with internal and external partners to build CERT capacity County-wide.

In conjunction with Training and Exercise staff, oversees the creation of a training program for County Public Information Officers on Emergency/Crisis Communications to ensure a consistent level of proficiency, understanding and readiness throughout County government.

In conjunction with relevant Department staff, creates, implements, oversees, and evaluates the effectiveness of the Cook County Recovery Framework wherein, County, State, Federal and local resources are marshalled to assist local communities in recovering from critical incidents.

Always develops and maintains knowledge in relevant field.

KNOWLEDGE, SKILLS, AND ABILITIES:

Comprehensive knowledge in job related functional area. Proven ability to identify key issues and to carry forward an idea or project from conception to execution.

Knowledge of state, county, and local communication plans.

Strong organizational skills and demonstrated capacity to develop and implement practical strategies, plans, and solutions to identified issues and problems.

Superior critical thinking skills, including the capacity to identify and appropriately assess and order competing interests and priorities. First rate verbal and written (technical and narrative) communication skills.

Excellent diplomacy skills and ability to converse easily with prominent and significant leaders in the Public Sector.

Track record of taking initiative in managing competing organizational and departmental priorities and to work effectively under pressure when facing extremely short deadlines.

Exceptional research, writing, analytical and organizational skills, and the ability to convey complex concepts in a clear, concise, and logical manner.

Strong business acumen, project management skills and metrics, successful teaming with colleagues, and a strong results orientation.

Demonstrated ability to craft policy and procedure to reflect strategic goals and priorities.

Good judgment, discretion, tact, and the ability to work easily with senior leaders within the government, and business sectors.

Proven ability to assimilate information gathered through research and consultations, to apply that information in creative and cross-cutting ways, and to synthesize appropriate strategies and responses.

Ability to partner well with colleagues both in and outside of the organization.

Proven ability to align strategic and operational needs with outreach programs and organizational effectiveness efforts.

Proven leadership with ability to clearly communicate ideas and proposals to all levels, develop trust and influence as a senior thought leader with a broad relationship base.

Demonstrated ability to provide practical, solution-driven initiatives that are perceived as quickly adding value to the Department.

Proven ability to manage and supervise cadre of subordinates, including field staff.

Strong proficiency with Microsoft Word, Excel, and PowerPoint.

MINIMUM QUALIFICATIONS:

Graduation from an accredited college or university with a bachelor's degree.

Eight (8) years of work experience in the development and implementation of preparedness/readiness programs and strategic planning.

Must meet all training obligations imposed by DEMRS, Cook County and Granting Agencies within one year of hire.

Valid driver's license.

PREFERRED QUALIFICATIONS:

Experience with not-for-profit or governmental organization in a preparedness outreach capacity.

Experience with IPAWS, WEA or other mass notification platforms.

PHYSICAL REQUIREMENTS:

Sedentary Work

Light Work involves exerting up to 20 pounds of force occasionally or up to 10 pounds of force frequently, or a negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects. Even though the weight lifted may be only a negligible amount, a job/occupation is rated Light Work when it requires: (1) walking or standing to a significant degree; (2) sitting most of the time while pushing or pulling arm or leg controls; or (3) working at a production rate pace while constantly pushing or pulling materials even though the weight of the materials is negligible.

The duties listed are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.

EMPLOYMENT TERMS

POST OFFER TESTING: This position requires successful completion of post-offer tests, which may include a background check, drug screen and medical examination.

COVID-19 VACCINATION POLICY: Pursuant to Executive Order 2021-1 and Cook County's Mandatory COVID-19 Vaccination Policy, the selected candidate will be required to either submit proof of full vaccination or a request for reasonable accommodation prior to the start of employment. Please click the following hyperlinks for the full text of [Executive Order 2021-1](#) and the [Cook County's Mandatory COVID-19 Vaccination Policy](#).

RESIDENCY REQUIREMENT: Pursuant to the Shakman Consent Decree, Supplemental Relief Order and the Cook County Personnel Rules, this position is exempt from the County's career service rules, is at-will and political reasons or factors may be considered when taking any employment action. As an employee in a Shakman Exempt Position, if you do not currently live in Cook County, you will have six (6) months from date of hire to establish actual residency within Cook County.