

Code: 7368

Title: OFFICE OF EMERGENCY MANAGMENT DIRECTOR

**SUMMARY:** Under administrative direction of the County Administrator, this classification is responsible for planning, directing, coordinating and administering the functions and activities of the Office of Emergency Management (OEM) within Pima County government. This classification is in the unclassified service and is exempt from the Pima County Merit System Rules.

**DUTIES/RESPONSIBILITIES:** (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Plans, organizes and directs all functions, programs and activities of the OEM within Pima County government;  
Determines the department's organizational structure and personnel needs, providing for the selection, training, supervision and evaluation of professional, technical, and clerical employees;  
Formulates department procedures and policies, analyzes program effectiveness, and directs changes in programs;  
Establishes policies and guidelines for negotiation of contracts and directs the negotiations;  
Develops and reviews relevant County policies and procedures to ensure compliance with state guidelines and regulations relative to department and county operations;  
Reviews proposed and new legislation and reports on impact relative to area of assignment;  
Monitors programs and prepares management reports, summary reports and other informational reports;  
Directs and coordinates activities with other County departments and with community agencies;  
Directs the preparation of the annual budget and evaluates and monitors expenditures;  
Responds to county and public inquiries and performs community relations activities;  
Establishes and maintains liaison with federal, state, and local governmental agencies.

**KNOWLEDGE & SKILLS:**

Knowledge of:

- related county, state and federal laws, regulations and standards;
- the principles and practices of administration, supervision and public program management;
- the techniques of program development and evaluation, project economics and financial reporting;
- budget preparation and evaluation;

Skill in:

- planning, organizing and directing programs and activities relative to department;
- interpreting and implementing rules, regulations, policies and procedures related to department operations and activities;
- assessing program achievements and deficiencies and developing solutions to address problems;
- communicating effectively, both orally and in writing;
- supervising, training and evaluating personnel;
- negotiating contracts and monitoring contract compliance.

DESIRED QUALIFICATIONS:

The equivalent of a bachelor's degree from an accredited college or university with a major in civil engineering and ten years of progressively responsible experience relative to area of assignment, four of which must have been in an administrative or managerial capacity.

(Additional relevant education/experience may be substituted.)

OTHER REQUIREMENTS:

Licenses and Certificates: Possession of a valid Class D Arizona driver license may be required at time of application or appointment. Other certificates, licenses and/or professional registrations may be required and will be determined at the time of recruitment/appointment. Failure to obtain/maintain appropriate licensure/certification/registration shall be grounds for termination.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

8/11/15 (tb)