



**ASSISTANT DIRECTOR OF EMERGENCY MANAGEMENT**

**Department:** Emergency Management  
**Job Class #:** 166200  
**Pay Range:** Executive 05

**FLSA:** Exempt  
**Represented:** No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

**JOB SUMMARY**

The Assistant Director of Emergency Management leads a division comprised of the Communications Systems, E911 and Operations of the department. The position is appointed by and serves at the pleasure of the Director of Emergency Management.

**ESSENTIAL FUNCTIONS:**

- Direct the administration and delivery of emergency management, Communications and E911 Divisions, and technical support activities.
- Provide input on department budget and oversee administration of division budgets. Proactively seek grants and other funding opportunities.
- Advise the Director on emergency management issues through personal contact and written reports.
- Develop and maintain Standard Operating Guidelines and other policies impacting department programs.
- Provide effective leadership to managers and staff.
- Partner with the community, public and private organizations, educational institutions and non-profits to develop programs.
- Represent the department at national, state and local planning and response activities.
- May serve as the Pierce County Emergency Operations Center (EOC) Manager or regional liaison during EOC activations.
- Perform related duties and projects as assigned.

**MINIMUM QUALIFICATIONS:**

- Bachelor's Degree in emergency management, public administration, communications, or a closely related field; and,
- 4 years progressively responsible supervisory/management experience in an emergency management, homeland security organization is required.
- Working knowledge of EMAP standards is desired.
- Master's Degree is preferred.
- Additional education and experience which clearly indicates the ability to perform the essential functions of the classification may substitute on a year for year basis.

**PREFERRED KNOWLEDGE, SKILLS & ABILITIES**

**Knowledge of:**

- Considerable knowledge of emergency management law and programs including EMAP standards.
- Methods and procedures involved in budget preparation and control.

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### **Classification Description - Pierce County**

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- Ordinances and rules pertaining to departmental services, delivery and processes.
- Principles and practices of public administration, organization, personnel management and modern supervisory practices.

#### **Ability to:**

- Supervise and evaluate the work of staff.
- Plan and establish goals and objectives.
- Develop, present and implement departmental policies and programs.
- Effectively communicate, both orally and in writing.
- Lead a diverse and inclusive workforce that values and encourages diversity of thought, backgrounds and perspectives.
- Seek reform in the public interest.
- Establish and maintain effective working relationships with County officials, employees and the public.
- Be a strategic thinker.
- Use creative and innovative methods to increase efficiency and effectiveness of departmental operations.

#### **WORK ENVIRONMENT & PHYSICAL REQUIREMENTS:**

Work is performed mostly in an office setting requiring sitting for prolonged periods of time. The Assistant Director will be required to travel throughout the local region and out of state, must be able to operate a personal computer and related office equipment.

An employee will exercise considerable independent judgment while operating under the Pierce County Strategic Plan and Administrative Guidelines and the PCEM Strategic Plan and Balanced Scorecard Initiatives.