

CITY OF GLENDALE

TITLE: Assistant Homeland Security Director	CLASS CODE: 678
REPORTS TO: Homeland Security Director	GRADE: 32
DEPARTMENT: Homeland Security	FLSA: E
JOB SPECIFICATION DATE: October 18, 2005 cm	

JOB SUMMARY

Assists the City's Homeland Security Director on emergency management and homeland security issues. Assists in the interpretation, coordination, preparation, and implementation of the city's homeland security and emergency management program and assists in the supervision of grant program applications.

ESSENTIAL FUNCTIONS

1. Provides staff support to the Homeland Security Director to coordinate actual or potential disaster preparedness for the City of Glendale.
2. Monitors labor and contract compliance.
3. Conducts special projects for the department head in cooperation with the United States Federal Emergency Management Agency, the State of Arizona Division of Emergency Management, Maricopa County Department of Emergency Management, agencies within the Department and other municipalities.
4. Develops various emergency preparedness plans and coordinates with city departments on the development of each plan's supporting document requirements.
5. Develops and oversees a citywide homeland security and emergency management training program.
6. Assists in the coordination, preparation and implementation of grant program applications, and grant program management related to disaster preparedness and homeland security.
7. Participates in the preparation and administration of the department's annual budget.
8. Conducts research, analyzes findings, prepares reports and makes recommendations to the director.
9. Determines needs, estimates costs and prepares reports on proposed emergency management or homeland security programs.
10. Develops, plans and oversees educational training for department heads, or their representatives, and all others who report into the Emergency Operations Center.
11. Documents emergency operations activities and ensures reporting compliance to all local, state and federal agencies.
12. Attends training and serves on internal or external committees/workgroups as directed by the homeland security director.
13. Monitors contracts and agreements to assure compliance.
14. Assumes all of the Homeland Security Director's duties upon his/her absence.

SECONDARY FUNCTIONS

15. Attends, and participates in, emergency management training and exercises.
16. Assists in the coordination of all Emergency Notification Programs, technology, and policies related to consistent communications with citizens, businesses and City employees.
17. Develops, coordinates and implements new and revised department policies.
18. Tracks progress and status of department projects and programs.
19. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of:

- The principles and practices of public administration and government administration.
- Research techniques, methodology and procedures.
- The principles, methods, and practices of municipal budgeting and finance.
- Principles and practices of local emergency management.
- Database, spreadsheet, and word processing applications.

Ability to:

- Integrate and apply the concepts of comprehensive emergency management (mitigation, preparedness, response and recovery) into the City's disaster programs.
- Produce written documents with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Effectively communicate orally in one – on – one or group settings, with various levels of the organization, in person or using a telephone.
- Work cooperatively with other City employees, representatives from state, federal, local government, and the public.
- Effectively communicate throughout the City organizational structure.
- Interpret state and federal funding regulations and the impact to the City.
- Read, analyze and accurately interpret federal, state and local emergency management policies and procedures.
- Administer and coordinate training and instruction in disaster preparedness.
- Develop and administer new policies, procedures and strategies related to disaster preparedness and homeland security.
- Operate in all areas of a hazard zone.

WORKING CONDITIONS:

Office setting with occasional field response.

MINIMUM QUALIFICATIONS

Requires a Bachelor's degree in public or business administration, emergency management, government management, or a related field and three years of responsible experience in public administration, research including two years of emergency management experience.

Any equivalent combination of training and experience that provides the required knowledge, skills and abilities is qualifying.

SPECIAL REQUIREMENTS

Must complete the Associate Emergency Manager (AEM) program through the International Association of Emergency Manager's (IAEM) within thirty-six months of employment.