

## CITY OF GLENDALE

<b>TITLE: Homeland Security Director</b>	<b>CLASS CODE: 680</b>
<b>REPORTS TO: City Manager</b>	<b>GRADE: 52</b>
<b>DEPARTMENT: City Manager's Office</b>	<b>FLSA: E</b>

**JOB SPECIFICATION DATE: October 18, 2005 cm**

### **JOB SUMMARY**

Performs administrative and managerial duties to plan and direct the activities and operations of the Homeland Security Department. Serves as the City Manager's senior advisor on emergency management and homeland security issues. Interprets, coordinates, prepares, implements and supervises grant program applications.

### **ESSENTIAL FUNCTIONS**

1. Acts as the senior emergency management and homeland security advisor to the City Manager.
2. Plans, coordinates, administers and directs the activities and staff involved in the daily operations of the Homeland Security Department.
3. Plans, develops and implements department goals, objectives, policies, procedures and guidelines.
4. Directs staff support to the City Manager's Office to coordinate actual or potential disaster preparedness for the City of Glendale.
5. Develops, administers and monitors the department's budget; directs the forecasting of future needs.
6. Directs and participates in the development of the department's work plan; assigns projects and programs, reviews and evaluates methods and results.
7. Serves as the City's liaison on disaster preparedness and homeland security issues 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 city and other municipalities.
8. Directs the hiring, training, evaluation and discipline of personnel.
9. Oversees the coordination, preparation and implementation of grant applications and programs related to disaster preparedness and homeland security.
10. Performs research, analyzes findings, prepares recommendations and reports for city management
11. Responds to and resolves the most sensitive or complex complaints or problems.
12. Responds to major emergencies and/or disasters occurring within the city.
13. Reviews federal, state and local legislation, and develops legislative action plans in consultation with the Intergovernmental Relations, Police and Fire Departments.
14. Serves as the City's primary point of contact for preparedness events of national security interest, and coordinates and implements plans for such events in concert with all identified stakeholders.

## **SECONDARY FUNCTIONS**

15. Represents the city at various conferences, conventions and other meetings.
16. Speaks before public and professional groups to provide information on department activities and programs and to promote public understanding and awareness.
17. Develops special projects as requested by the city manager or city council.

## **KNOWLEDGE, SKILLS, ABILITIES:**

### **Knowledge of:**

Principles and practices of public administration.  
Principles, practices of modern emergency management system administration.  
Principles and practices of employee supervision, training and performance evaluation.  
Federal, State and local laws, codes, regulations, and standards governing the coordination of emergency preparedness, prevention, protection, response, recovery and mitigation activities.  
Research techniques, methodology and procedures.  
The principles, methods, and practices of municipal budgeting and finance.

### **Ability to:**

Supervise, train and develop employees effectively.  
Plan, direct and evaluate emergency management, civil defense and homeland security activities.  
Plan, coordinate and evaluate the functions and activities of the Homeland Security Department.  
Prepare and administer a department budget.  
Perform research, analyze findings, prepare and present reports and recommendations on homeland security department issues.  
Establish and maintain effective working relationships with city staff and the general public.  
Communicate effectively verbally and in writing.  
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.  
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**

Bachelor's degree in public administration, business administration, emergency management or a related field and five years of responsible experience in public administration or business administration including three years of emergency management experience and two years of supervisory experience. Masters Degree preferred.

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

## **SPECIAL REQUIREMENTS**

Must complete the Certified Emergency Manager (CEM) program through the International Association of Emergency Manager's (IAEM) within eighteen months of employment.  
May respond to major incidents and coordinate support efforts.