
Senior Emergency Management Specialist(Job Id 98)

Location: US:OH:Cleveland

Category: Public Safety &
Justice Services

Employment Type: Executive

Post Date: 01/03/2020

Close Date: 02/07/2020

Salary: 24.76-34.65 USD

Description

Department: Public Safety and Justice Services

Anticipated Work Schedule: Monday - Friday, 8:30 AM - 4:30 PM

Reports To: Emergency Manager Supervisor

Full Time or Part Time: Full Time

Regular or Temporary: Regular

Bargaining Unit: Non-Bargaining

Classified or Unclassified: Classified

FLSA: Exempt

Summary

Under general supervision works within a framework of well-defined policies, procedures and regulations. Independently performing daily assignments, often outside of proximity of their supervisor.

Essential Job Functions

Develops and maintains programs and plans related to emergency preparedness, response, recovery, and mitigation; ensures plans are in compliance with applicable State and Federal regulations; reviews and provides planning support and technical assistance to partner agencies, municipalities, medical facilities, and schools with development of local emergency plans. Executes public outreach; manages office website manages social media accounts; reviews and edits publications; attends public outreach events; produces safety fact sheets; develops publications; researches training; develops and conducts training. Conducts emergency response activities at the County Emergency Operations Center when activations occur and during exercises; coordinates with public officials; completes Incident Action Plans; serves as County Representative during After Action processes lead by other jurisdictions to provide guidance and input from County perspective; answers the public's questions; prepares plans and documents; acts as a member of the incident support team; conducts damage assessments; leads group discussions to identify and implement improvements to emergency plans and operations after County incidents, exercises or emergencies. Performs related administrative responsibilities; maintains database and other information systems; schedules staff training; manages certification programs; attends training courses and meetings; participates in work-groups and exercises; researches state and federal guidelines.

Minimum Requirements

Bachelor's degree in Emergency Management, Public Administration, or other public safety discipline with three (3) years of emergency management experience; or any equivalent combination of training and experience. Valid Ohio driver license, proof of automobile insurance and a reliable vehicle.

Application Process

This is a competitive, classified position. The Personnel Review Commission (PRC) will check your application to make sure you meet the minimum qualifications. If you do, the PRC will invite you to take a civil service examination. The exam is specific to this position. Everyone who passes the exam goes on an eligibility list. To fill this opening, the PRC sends the hiring department and Human Resources (HR) a certified eligibility list with the top 25% candidates (or at least the ten highest scoring candidates, whichever is greater). HR helps the hiring department decide who from the certified list to follow up with for interviews and then a job offer.

Most of our communication with candidates is through email. Regularly check the email address you gave us in your job profile. Watch your Spam folder, just in case.

If we offer you a job, you must pass a drug screen and background check before the offer becomes final. Prior criminal convictions do not automatically disqualify you from employment; the County looks at criminal convictions on a case-by-case basis using the guidelines in Chapter 306 of the County Code.

EQUAL OPPORTUNITY EMPLOYER

Cuyahoga County is committed to fostering a diverse and inclusive workforce, which includes building an environment that respects the individual, promotes innovation and offers opportunities for all employees to develop to their full potential. A diverse workforce helps the County realize its full potential. The County benefits from the creativity and innovation that results when people with different experiences, perspectives, and cultural backgrounds work together.

The County is committed to providing equal employment opportunities for all individuals regardless of race, color, ancestry, national origin, language, religion, citizenship status, sex, age, marital status, sexual preference or orientation, gender identity/expression, military/veteran status, disability, genetic information, membership in a collective bargaining unit, status with regard to public assistance, or political affiliation.

If you need assistance applying or participating in any part of the candidate experience, contact Human Resources at 216-443-7190 and ask to speak with a talent acquisition team member.