



## **DIRECTOR OF EMERGENCY MANAGEMENT AND WORKPLACE SAFETY**

Regular, Full-time

**Salary Grade:** D30

**FLSA Status:** Exempt

**Union Status:** Non-represented

**EEO Category:** Officials & Administrators

### **Nature of Work**

Under the general direction of the Human Resources Director with oversight by the City Manager and in collaboration with the Police Chief or designee, this position's primary function is to oversee and coordinate all emergency planning, emergency preparedness and management operations for the City of Des Moines to include administration of workplace safety programs and initiatives. The Director of Emergency Management and Workplace Safety plans, organizes, and directs all activities of the Citywide Emergency Services Disaster Program in accordance with Federal and State emergency management guidelines. The incumbent will lead the overall development, implementation and evaluation of the City of Des Moines emergency response plan including mitigation, preparedness, response and recovery. Duties include: identifying and organizing plans for responding to emergency situations; coordinating City plans with the local community in preparation of an actual disaster; planning and implementing related training programs; performing grant, contract or budgetary research and analysis; developing and writing emergency management plans that adhere to local, state and federal laws, codes and regulations; participating in project management and intergovernmental coordination. May serve as point of contact for City in emergency and/or disaster response situations; works in conjunction with local, regional and state entities for emergency and/or disaster response; initiates and monitors the increased readiness actions among the City services when disaster threatens. In addition, the incumbent implements, administers, and monitors safety programs to ensure a safe workplace as well as compliance with applicable regulations; inspects City facilities; monitors legislative changes and recommends policy changes to ensure compliance with Federal, State and Local laws and regulations; writes safety plans and programs; and prepares and maintains required reports and records. Provides, coordinates, and documents training related to workplace safety.

### **Essential Functions**

#### **Emergency Management:**

- Oversees the development, preparation, and maintenance of the City's Emergency Operations Plan and supporting documentation such as incident specific plans, Emergency Operations Center (EOC) activation procedures and emergency notification lists and updates assessments, procedures, and/or plans to ensure compliance with regulatory and funding requirements.
- Revises, updates, and/or develops City-wide emergency management standard operating procedures, ensures that operating procedures are consistent and understood by City staff, emergency management partners/liasons, and maintains close communication with designated partners/liasons in order to relay new procedures and developments.

- Participates in the development of policy guidelines, decisions, program work plans, goals; develops the City's Hazard Mitigation Plan; reviews and updates as needed on an annual basis (HAZMIT plan).
- Works and develops strong working relationships with individuals and groups at all levels of the City of Des Moines, including elected officials, City Manager, City and partner organization department heads, as well as outside public and private agencies both during emergency and non-emergency situations.
- Maintains sound understanding of regional, state, and federal emergency management programs, with specific attention focused on homeland security initiatives and National Incident Management (NIMS) requirements.
- Conducts risk and threat assessments, coordinates with City departments on their emergency plans, emergency operations, continuity of operations, and homeland security plans for the City; coordinates interdepartmental activities; conducts vulnerability analysis for the City.
- Ensures compliance and tracking of required NIMS/ICS training for City personnel and initiates related emergency preparedness training programs.
- Collaborates inter-locally to design, conduct, and evaluate multi-jurisdictional emergency drills.
- Ensure communications and warning systems are tested and up-to-date with current lists of staff, volunteers and community partners who will be needed during an emergency.
- Coordinates and activates the EOC during actual disasters and maintains the EOC, equipment and supplies in a constant state of readiness.
- Development of the program budget and recommends expenditure; ensures fiscal responsibility and controls and monitors expenses within the budget.
- Serves as point of contact for City in emergency and/or disaster response situations; works in conjunction with local, regional and state entities for emergency and/or disaster response; initiates and monitors the increased readiness actions among the City services when disaster threatens.
- Serve as professional resource to various organizations and committees, including interjurisdictional groups; attend and participate in group meetings and activities as assigned; participate in public relations activities in support of program; make public presentations as assigned.
- Provides Community Emergency Response Teams (CERT) trainings annually; coordinates and manages local CERT courses; identifies volunteer opportunities for CERT members to practice newly learned skills. Will develop and provide annual retaining for CERT Members with local CERT jurisdictions.
- Represents the City by attending and participating in monthly professional meetings and seminars relating to disaster and emergency preparedness and continuity planning. Coordinates with Finance on preparation of Federal Emergency Management Agency (FEMA)/Washington State Emergency Management Division financial reimbursement claims, maintains required documentation, and after-action reports at the conclusion of exercises and actual emergencies.
- Works with Finance to coordinate the development, submission, implementation, reporting, and closeout of emergency plans; manages grant programs and projects and maintains eligibility requirements for county, state, and federal financial reimbursement programs.

**Safety Management**

- Researches, develops, evaluates, implements and enforces safety policies and procedures in compliance with all applicable State, Federal, and local rules and regulations.
- Maintains safety and risk management related records, in collaboration with the Human Resources Director or Safety Coordinator.
- Acts as the Safety Coordinator for the Safety Board as required under WAC 296-800-130.
- Prepares or oversees the preparation of all policies, procedures, and forms related to safety and risk management for City employees.
- Develops, coordinates, and conducts employee training on a wide range of safety, security, and emergency response issues, including finding applicable training materials prepared by others or preparing and presenting City-specific PowerPoint presentations. Develops and maintains training documentation to support the safety program as required by State and Federal laws.
- Assures that the City maintains necessary documentation, records, and permits as it relates to safety requirements such as bloodborne pathogens documentation.
- Monitors health and safety legislative and regulatory changes; evaluates implications for policies, programs and operations and recommends changes to ensure compliance; stays abreast of industry practices and trends.
- Conducts special and periodic inspections of facilities, structures, and operations to identify safety and environmental hazards; prepares and follows up on inspection reports of hazards and required abatements.
- Receives and responds to employees' inquiries regarding workplace safety.
- Responsible for development and updates to required safety plans and safety policies.
- Collaborates with all divisions of the City to ensure proper safety procedures are in place.
- May assist with the processing of workers' compensation claims, under the direction of the Human Resources Director

**Additional Essential Functions**

- Establishes and maintains cooperative, effective working relationships with co-workers, other City employees, other government agencies, elected and appointed officials, and the general public using principles of good customer service.
- Reports for scheduled work with regular, reliable and punctual attendance.
- Performs other duties as assigned by manager.
- Performs other duties as assigned, including but not limited to being assigned to work in other functional areas to cover absences or relief, equalize peak work periods, or balance the workload.

**Necessary Knowledge, Skills, and Abilities****Knowledge of:**

- Program development, coordination and implementation.
- National Incident Management System (NIMS), and the incident command system.
- Functions and responsibilities of an emergency operations center (EOC).
- Principles of project management, data analysis and evaluation.
- Principles and practices of public administration.
- Principles of contract preparation and administration.
- Principles of grant writing, monitoring and management.
- Effective business letter writing, and report and presentation preparation.

- Modern office practices, procedures and equipment.
- Pertinent Federal, State and local codes, laws and regulations.
- Principles and practices of local budget preparation and administration.
- Knowledge of regulations, principles, policies, practices and methods for developing and administering a comprehensive risk management program including emergency preparedness, safety, hazardous materials, health, safety, and claims. Ability to interpret those regulations and implement programs and procedures necessary to ensure City compliance.
- Knowledge of OSHA, WISHA, DOT, DOL and other federal, state and local health and safety laws.

Ability to:

- Provide leadership, guidance and training in a team-oriented emergency management environment.
- Develop policies and procedures for emergency planning, emergency management training and emergency preparedness activities.
- Coordinate people and resources necessary for effective emergency response and recovery.
- Effect cooperation and gathering of resources from all segments of the community for emergency response.
- Coordinate and provide effective training on all aspects of emergency management.
- Gather, assemble and analyze data.
- Prepare clear and concise analytical reports.
- Manage contracts.
- Effectively present program issues to a variety of audiences.
- Represent the City and its interests to local, state and federal governments as well as private sector businesses.
- Participate in the development of policy guidelines and/or decisions.
- Operate office equipment including computers and supporting word processing, spreadsheet and other assigned applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

### **Education and Experience Requirements**

- Bachelor's degree in business or public administration, education, industrial safety, law enforcement, or a related field; and
- Six years of increasingly responsible emergency management work experience or safety-related experience.  
Any equivalent combination of experience and/or education from which comparable knowledge, skills, and abilities have been achieved.

### **Special Requirements**

- Completion of ICS 300 and 400 within six months of hire date.
- Current OSHA 30 certification preferred or within six months of hire date.

- Possession of and the ability to maintain throughout employment a valid Washington State Driver's License with a good driving record.
- Successful completion of a pre-employment background and criminal history check.
- Because of the known effects of tobacco use, the City of Des Moines does not hire applicants who use tobacco products.

**Working Conditions and Physical Abilities**

Office environment; travel from site to site; occasionally exposed to outside weather conditions; occasionally may be exposed to emergency or disaster worksites. May be required to work occasional evenings and weekends.

**Equal Opportunity Employer**

- The City of Des Moines is committed to hiring a diverse workforce and all qualified applicants, including all ethnic backgrounds and persons with disabilities, are encouraged to apply. The City is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, sexual orientation, veteran status, disability status, or any other basis prohibited by federal, state, or local law.
- In accordance with the Americans with Disabilities Act, an employer is obligated to make a reasonable accommodation only to the known limitations of an otherwise qualified individual with a disability. In general, it is the responsibility of the applicant or employee with a disability to inform the employer that an accommodation is needed to participate in the application process, to perform essential job functions or to receive equal benefits and privileges of employment.

**General Information**

- The statements contained herein reflect general details as necessary to describe the principal functions for this job classification, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.
- The physical abilities described above are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The provisions of this job description do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.
- Established 2021.