



Emergency Management Division Manager

Classification:	Program Manager III	Reports to:	CRESA Director
Division:	Emergency Management	Direct Reports:	Emergency Management positions (4-6)
FSLA:	Exempt	Salary Range:	831

JOB DESCRIPTION: The Emergency Management Division Manager administers and manages CRESA's regional emergency management program, including homeland security. The Emergency Management division serves all the cities and unincorporated areas within Clark County and oversees the full range of emergency preparedness, mitigation, response and recovery within the community. This position participates in and manages staff involvement in the coordination, development and review of emergency management plans, goals and procedures with other departments, divisions, outside agencies, and volunteer groups.

Key responsibilities include program management, personnel management, project management, budgeting, grants administration, and policy and procedure development and implementation. The successful candidate will exercise considerable discretion, initiative and independence to accomplish program goals and objectives. Work is performed under general direction of CRESA's Director.

ESSENTIAL JOB FUNCTIONS: All candidates and incumbents must have the ability to perform the essential functions with or without reasonable accommodation. Essential functions include, but are not limited to:

- Develop, manage and implement the full range of Emergency Management (EM) activities including preparedness, mitigation, response, and recovery.
- Lead and manage emergency management division staff. Strategic planning of division, implement department goals, develop staff and manage staff performance.
- Identify grant sources and oversee grant preparation, submission and administration.
- Establish and administer resources, budgets, grants, professional services contract and other expenditures.
- Consult with, and oversee staff's consultations with stakeholders at all levels to identify applicable EM goals, opportunities, and concerns; develop and implement creative solutions.
- Develop and oversee emergency management messaging and communications to/from stakeholders and the community via all applicable methods including extensive use of relevant social media and communication applications.
- Manage public information and respond to requests for information and advice regarding division systems / services.
- Conduct, and oversee staff, conducting training and exercises among stakeholders and jurisdictions.
- Participate, and oversee staff participation, on relevant boards, committees, and councils.
- Review and provide feedback on Agency wide processes development and implementation.
- Provide information and assistance to other departments, outside agencies, and the public as necessary.
- Performs related duties as assigned.

MINIMUM JOB QUALIFICATIONS:

- Four years of progressively responsible management experience, including program operations, project management and supervision.



- A Bachelor's or Master's degree in emergency management, public administration, business administration, emergency response or a related field. (Additional relevant work experience may substitute for the educational requirement on a year for year basis.)
- Proficiency with a variety of computer programs and applications including but not limited Microsoft Office programs, Google docs / drive, and social media applications.

Knowledge of: Urgency and prioritization of tasks and goals in a public safety / governmental setting; principles and practices of emergency management; public sector organization; program operations, budgeting and management; personnel management, including supervision, training and performance evaluation; project management and grant administration; modern business administration methods and procedures; policy and procedures application; and local, state and federal laws and regulations relevant to the program area.

Ability to: Proactively identify issues, involve appropriate stakeholders, and facilitate and implement timely solutions; lead, motivate and mentor staff; create team player approach and facilitate meetings to achieve consensus; organize and coordinate comprehensive emergency management / preparedness programs; interpret applicable laws and regulations, develop and recommend alternatives to appropriate authority; respond, resolve and coordinate resolution of sensitive citizen inquiries and complaints about programs; apply critical thinking, problem solving and collaborative approaches to improving program services; effectively plan, assign, direct, and evaluate the work of assigned staff, including delegating responsibility; carry out Agency policy directives in an effective and timely manner; analyze situations thoroughly, identify potential problems, and find effective solutions; establish and maintain positive and professional working relationships; navigate politically sensitive issues with tact and efficiency; effectively communicate and express ideas both orally and in writing; prepare and present correspondence, reports and materials in clear, correct and comprehensible terms from general notes and concepts; maintain accurate and thorough documentation and records; apply appropriate independent initiative, discretion, judgment and organizational skills to a variety of projects, assignments and situations; understand and execute complex oral and written instructions; apply available guidelines, policies or procedures in diverse situations.

Necessary Special Requirements: Must be able to adjust work hours as necessary and be available for call-out in event of emergencies. Must maintain 24-hour availability via an agency supplied wireless device capable of voice and data communication when assigned as Duty Officer. Must possess a valid driver license and have access to a motor vehicle (personal or agency) on an as needed daily basis. Position may receive federal funding and have access to Criminal Justice Information System therefore incumbent will be subject to background investigation and may be subject to drug screening.

Physical / Sensory Requirements. The following characteristics describe the most common ways this position's essential functions and job tasks are performed. Any incumbent or candidate for this position must be able to perform the essential functions and job tasks with or without reasonable accommodation.

Sight and Vision	Frequency	Criticality of Requirement
• <i>Close / Fine Visual Acuity.</i> Differentiate and comprehend visual effects of subtlety or precision.	Hourly / Constantly	Very Important
• <i>General Visual Acuity.</i> Differentiate and comprehend visual effects of general size, shape and distance.	Hourly / Constantly	Very Important
Hearing	Frequency	Criticality of Requirement
• <i>General / Broad Hearing.</i> Differentiate and comprehend:		

<ul style="list-style-type: none"> Audio effects or noises (ambient or intrusive) of pitch, volume or tone within the 'normal range' 	Hourly / Constantly	Very Important
<ul style="list-style-type: none"> Voices (ambient or intrusive) in face-to-face settings, in groups with multiple speakers, over the phone, by radio, etc. of pitch, volume or tone within the 'normal range' 	Hourly / Constantly	Very Important
<ul style="list-style-type: none"> Verbal speech, language, accents and vocal sounds including the subtleties of speech communication such as intonation, inflection, emphasis and nuance. 	Hourly / Constantly	Very Important
Speech	Frequency	Criticality of Requirement
<ul style="list-style-type: none"> <i>General Speech.</i> Communicate orally; express thoughts and emotions by word, sound and gesture. 	Hourly / Constantly	Very Important
Touch	Frequency	Criticality of Requirement
<ul style="list-style-type: none"> <i>Basic Repetitive Hand / Arm Motion.</i> Make regular movement (motion) of wrist, hand, fingers, elbow, shoulder, etc. to type, use computer mouse, etc. 	Daily	Important
<ul style="list-style-type: none"> <i>Reach.</i> Stretch or extend hand, arm, foot, etc. away from body to touch or meet another object. 	Daily	Important
<ul style="list-style-type: none"> <i>Grasp.</i> Seize and hold object with fingers, palm, arms. 	Daily	Important
<ul style="list-style-type: none"> <i>Lift.</i> Move object upward to a higher position; hoist. Typical weight lifted does not exceed 10 lbs. 	Weekly / Monthly	Slightly Important
<ul style="list-style-type: none"> <i>Push / Pull.</i> Exert force to move objects towards or away self. Typical pressure doesn't exceed 20 lbs. 	Weekly / Monthly	Slightly Important
Physical Coordination	Frequency	Criticality of Requirement
<ul style="list-style-type: none"> <i>Sit.</i> Remain in seated position to accomplish work. 	Hourly / Constantly	Important
<ul style="list-style-type: none"> <i>Stand.</i> Remain in upright position, motionless or steady on the feet to accomplish work. 	Weekly / Monthly	Important
<ul style="list-style-type: none"> <i>Walk.</i> Move about or travel on foot to accomplish work. 	Daily	Important
<ul style="list-style-type: none"> <i>Drive.</i> Operate a motor vehicle to get oneself or others to and from various work locations. 	Weekly / Monthly	Important
Working Memory	Frequency	Criticality of Requirement
<ul style="list-style-type: none"> <i>Audio Memory.</i> Retain and retrieve information gained via audio sources. 	Hourly / Constantly	Very Important
<ul style="list-style-type: none"> <i>Visual Memory.</i> Retain and retrieve information gained via visual sources. 	Hourly / Constantly	Very Important
Comprehension	Frequency	Criticality of Requirement
<ul style="list-style-type: none"> <i>Rapid Comprehension & Application.</i> Grasp meaning, nature, or importance of information, then quickly and correctly apply knowledge to work or situation. 	Weekly / Monthly	Very Important
<ul style="list-style-type: none"> <i>Complex Comprehension & Application.</i> Grasp the meaning, nature, and importance of complex, ambiguous or difficult information, and correctly apply knowledge to work or situation. 	Weekly / Monthly	Very Important
Environmental Working Conditions	Frequency	Criticality of Requirement
<ul style="list-style-type: none"> <i>No Substantial Hazards.</i> Position is not substantially exposed to adverse environmental conditions. 	--	--
Level of Physical Activity	Frequency	Criticality of Requirement
<ul style="list-style-type: none"> <i>Sedentary Work.</i> Work primarily requires exerting up to 10 lbs of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking or standing are required only occasionally and all other sedentary criteria are met. 	Hourly / Constantly	--