



## Franklin County Emergency Management & Homeland Security

### Classification Specification & Job Description

<b><u>CLASSIFICATION TITLE:</u></b> Deputy Director	<b><u>CLASS NUMBER:</u></b> EM09	<b><u>FLSA:</u></b> Exempt
<b><u>AGENCY/DIVISION:</u></b> Emergency Management and Homeland Security	<b><u>JOB TYPE:</u></b> Full Time, Unclassified	<b><u>PROBATION PERIOD:</u></b> N/A
<b><u>BARGAINING UNIT:</u></b> Non-Bargaining	<b><u>PAY RANGE:</u></b> \$77,376 - \$112,195	<b><u>POSITION CONTROL #:</u></b> 620010
<b><u>POSITION LOCATION:</u></b> 5300 Strawberry Farms Blvd, Columbus, OH 43230	<b><u>TYPICAL WORK SCHEDULE:</u></b> Monday – Friday 8:00 AM – 5:00 PM On Call Qualified	<b><u>SUPERVISOR (PCN):</u></b> Director (620001)
<b><u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u></b>		
<div style="display: flex; justify-content: space-between;"> <div> Office Manager (620007)  Information Technology Manager (620014)  Resources / Operations Manager (620005) </div> <div> Training &amp; Grants Manager (620003)  Warning Systems Manager (620006)  Emergency Management Planning Manager (620004) </div> </div>		

#### **CLASSIFICATION PURPOSE:**

The primary purpose of the Deputy Director consists of managing the agency operations, objectives, and development of agency staff. Act for agency Director in their absence.

#### **JOB DUTIES:**

Manage overall operations. Develop strategies to measure and monitor the agency objectives. Maintain and develop partnerships with the community to strengthen their ability to prevent and recover from all forms of emergencies. Act as a representative on various committees. Interview, train, complete performance evaluations, and approve leave for assigned staff. Inform Director of all situations that could affect the accomplishments of agency goals. Ensure staff is progressing towards the completion of assignments, projects and goals.

Authorize purchase requests, analyze fiscal reports, verify invoices and approve payroll. Respond to media calls as needed. Serve as the EOC Manager. Work with agency Fiscal Manager to ensure matters are handled legally and ethically. Authorize purchase requests, analyze fiscal reports, verify invoices, and validate the payroll.

Respond to work during emergency situations or inclement weather and other emergency management and agency support duties as assigned. Maintain regular and predictable attendance. Work an occasional flexible schedule due to special events requiring agency representation or support.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

#### **MAJOR WORKER CHARACTERISTICS:**

Knowledge of budgeting, management; labor relations; employee training and development; supervision; public relations; office management; agency rules and regulations; government structure and process. Skill in typing; word processing; and equipment operation. Ability to deal with problems involving several variables in familiar context; define problems, collect data, establish facts and draw valid conclusions; interview job applicants effectively; understand manuals and verbal instructions, technical in nature; prepare meaningful, concise and accurate reports; gather, collate and classify information about people or things; cooperate with coworkers on group projects; handle sensitive inquiries from and contacts with officials and general public; resolve complaints from angry citizens and government officials.

#### **MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Bachelor's degree in Emergency Management, Homeland Security, Political Science or related field with four (4) years of experience in Emergency Management, Public Safety, Homeland Security, Military Service; or any equivalent combination of training and experience.

**Additional Requirements**

Must maintain a valid Ohio driver's license.

Completion of FEMA's National Incident Management Series

**Supervisory Responsibilities**

Ability to assign, review, plan, and coordinate the work of other employee, to provide instruction to other employees, to maintain department standards, to recommend the discipline or discharge of other employees, and to act on employee problems.

**UNUSUAL WORKING CONDITIONS:**

Serve the agency by participating in a rotating 24/7 on-call schedule.

**Acknowledgement of Receipt:**

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

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Employee Name

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Employee Signature

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Date