



OFFICE OF EMERGENCY MANAGEMENT | FIRE DEPARTMENT

# DIRECTOR OF EMERGENCY MANAGEMENT

COUNTY OF MARIN, CALIFORNIA \$167,440-\$184,621 DOQ/DOE

**A** S A TESTAMENT TO SIGNIFICANT INVESTMENT in emergency preparedness, the County of Marin seeks a Director of Emergency Management (Director) to lead the Office of Emergency Management (Office). While this role is new to the County, the services this Office provides are being transitioned from the Marin County Sheriff's Office to the Marin County Fire Department. The Director will have direct oversight of six staff and an approximate \$1.9M budget. The Director will be a strong communicator and eager to build relationships with County staff, community members, and partner agencies/jurisdictions. The ideal candidate will bring several years of experience in emergency management, ideally in a municipal government setting, and be excited at the opportunity to create a newly engaged and robust Emergency Management Program that is viewed as the leader in the region. The successful candidate will have knowledge of emergency, environmental, flood, and fire hazard prevention, along with strategies to mitigate these hazards. Being an exemplary project manager is important for this role, as is being flexible in the face of change. This is a challenging yet exciting opportunity to shape the functions and goals of this role while also building a team. The Director will serve as a Countywide resource and lead County staff, community partners, and community members to become well-equipped to handle potential threats and high-stakes situations. If you are a strong relationship builder, have forward-thinking ideas, and want to help create a well-prepared community, apply today!



# THE COMMUNITY+COUNTY

**M**ARIN COUNTY IS A DYNAMIC COMMUNITY of 261,000 well-informed and involved residents. Marin is located in the North Bay across the Golden Gate Bridge from San Francisco and next door to the vineyards of Napa and Sonoma Counties. Marin is known for its combination of rural and suburban lifestyles, excellent schools, entertainment and recreational activities, and a mild year-round climate.

The County is governed by a five-member Board of Supervisors, each of whom represents one of the five voting districts in the County. The County employs approximately 2,500 employees in its 23 departments and has an operating budget of approximately \$716 million (FY22/23). The County is committed to being a well-managed organization that relies on the talents of its workforce to succeed. This diverse organization strives to uphold a set of core values: respect, integrity, diversity, excellence, innovation, and collaboration. The County's mission is to provide excellent services that support healthy, safe, and sustainable communities; preserve Marin's unique environmental heritage; and encourage meaningful participation in the governance of the County by all.





# THE OFFICE OF EMERGENCY MANAGEMENT

**F**ORMERLY KNOWN AS THE OFFICE OF EMERGENCY SERVICES in the County Sheriff's Department, the Office of Emergency Management is now housed in the County's Fire Department. This Director will be supported by approximately six staff who help oversee a budget of \$1.9M. Key functions of this Office include (1) emergency management, (2) planning, (3) mitigation and recovery, (4) training and education, (5) public outreach, and (6) grants and finance. This Office provides emergency management services for the County/Operational Area including its 11 cities/towns and special districts. The Office coordinates emergency operations activities among all the various local jurisdictions and develops written guidelines for emergency preparedness, response, recovery and mitigation to natural and man-made disasters, and technological disasters.



# THE POSITION

**THE DIRECTOR LEADS** all the County's emergency preparedness programs and emergency operational plans. One critical goal of this new position is to build and develop a strong team that is able to take on Emergency Operation Center (EOC) services during emergency situations. This will require the incumbent to have a deep understanding of EOC management, community preparedness, and flood and wildfire mitigation. The Director will serve as a project manager while developing an emergency management budget, program goals and objectives, and managing the County's emergency operations plans. They will harbor the expertise to champion community resiliency and help others overcome potential threats that can impact the area.

# THE IDEAL CANDIDATE

**THE IDEAL CANDIDATE IS** a relationship builder who is eager to build and strengthen key partnerships and champion collaboration with both internal and external stakeholders. They will be a leader who values their team's ideas and opinions and is open to communication and feedback from other internal and external stakeholders. They will see challenges as opportunities for improvement, especially when reviewing emergency response strategies and policies. The successful candidate will be flexible and solutions-oriented, showing they are prepared for sudden challenges or situations that arise. They will be able to navigate politics and policies with ease and have strong conflict-resolution skills. The Director will be a self-starter and visionary and put in the hard work and commitment to make this position their own. Someone who has experience helping a department undergo significant change is highly desirable, as the Director has the exciting opportunity to build their team, including the hiring of coordination and planning positions, and developing this restructured organization!

## THE IDEAL CANDIDATE WILL ALSO...

- ▶ Demonstrate a commitment to diversity, equity, and inclusion.
- ▶ Implement community outreach strategies.
- ▶ Work cross-departmentally.
- ▶ Be highly organized.
- ▶ Work independently, with little supervision.
- ▶ Stay up to date on emergency preparedness legislation and regulations.
- ▶ Understand budgeting and resource allocation.
- ▶ Serve as a confident and professional County representative.
- ▶ Seek out areas for improvement.
- ▶ Find creative solutions through problem-solving.
- ▶ Serve as a leader, especially in the wake of a disaster.





## MINIMUM QUALIFICATIONS

- ▶ Equivalent to graduation from a four-year college or university with major coursework in emergency management, public safety, business, law, public administration, or a field closely related to the work
- ▶ Five years of experience managing and coordinating a government system program for disaster preparedness, response, and recovery. One year of experience must have been in a lead or supervisory capacity.
- ▶ Possession of a valid California driver's license

## DESIRED

- ▶ Experience serving within or in close coordination with a city or county emergency operations center, managing community-based programs or services, and managing state and federal grant programs

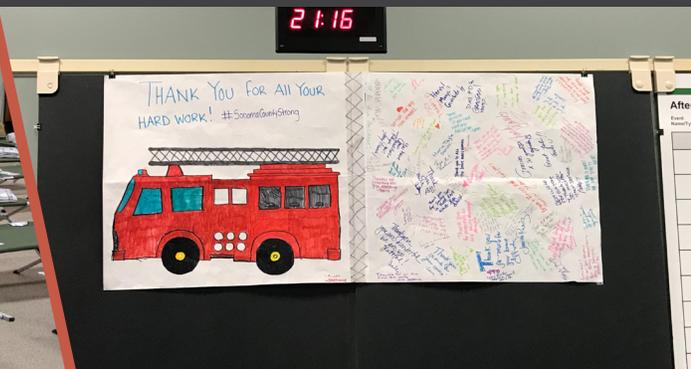
## UPCOMING CHALLENGES + OPPORTUNITIES

**LEADING** the implementation efforts of the County's "Organizational Assessment of the Office of Emergency Services"

**BUILDING** a strong team from the ground up

**DEVELOPING** relationships with cities, towns, NGOs, and nonprofit partners

**CAPITALIZING** on a large Countywide investment to prepare for increasing climate disasters



# COMPENSATION + BENEFITS

The salary for this position is **\$167,440–\$184,621 ANNUALLY DOE/DOQ** and is supplemented by a generous benefits program that includes the following elements:

**RETIREMENT.** The County pays the employer contribution to Marin County Employees' Retirement Association (MCERA), a 1937 Act defined benefit retirement plan, which is reciprocal with other 1937 Act County retirement systems, CalPERS, and systems with CalPERS reciprocity. The County does not participate in Social Security except for a mandatory Medicare contribution.

**HOLIDAYS.** 11 paid holidays annually.

**INSURANCE.** The County of Marin offers a robust benefits package that includes an allowance that can be used to purchase health benefits including medical, dental, and vision as well as life and long-term disability insurance.

**LEAVE ALLOWANCES.** Generous leave package including management, personal, and sick leave benefits.

**EMPLOYEE WELLNESS PROGRAM.** Employee-dedicated fitness room and health and wellness deals and discounts from local businesses.

**IRS 457 PLAN.** The County offers a choice of pre-tax or post-tax (Roth) employee contribution up to the IRS annual maximum.

**TRANSPORTATION BENEFITS.** Up to \$260 per month of pre-tax dollars to purchase transit passes.



## HOW TO APPLY

For first consideration, apply by **DECEMBER 6, 2022**, by completing an application and attaching your cover letter and resume at:

WBCP JOB BOARD

**SAVE THE DATES.** Day 1 virtual interviews will take place on **DECEMBER 15** and Day 2 virtual interviews are tentatively scheduled for **DECEMBER 19**. (Candidates must be available for these dates.)

Please contact your recruiter, Sam Sackman, with any questions: [sam@wbcpinc.com](mailto:sam@wbcpinc.com)  
**866.929.9227** toll-free **541.630.0657** direct