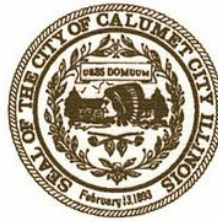


CALUMET CITY PERSONNEL & PURCHASING DEPARTMENT



Thaddeus M. Jones
Mayor, City of Calumet City

Deston Dorchack
Personnel Director

Deanne Jaffrey
Chief of Staff & City Administrator

OPEN POSITION ESDA DIRECTOR

JOB SUMMARY

This position is responsible for coordinating disaster response or crisis management activities; providing preparedness training and preparing emergency plans and procedures for natural disasters such as floods, fires, or earthquakes, wartime, technological events such as railroad emergencies, hazardous materials spills, disasters or hostage situations; coordinating and directing the planning, organization, control, and implementation of local emergency management activities. Responsibilities may include but shall not be limited to coordinating with community officials as necessary to ensure the effective administration of the emergency management program; establishing and maintaining agency policies and communication procedures for all jurisdictional employees and volunteers; coordinating, developing, and implementing the Emergency Operations Plan (EOP) for Calumet City; updating the EOP at least annually; updating the EOP Annex that pertains to Hazardous Materials Incidents, at least annually; preparing and distributing disaster preparedness material to the citizens of Calumet City, with the intent of offering an appropriate means of educating the community as to how they may prepare for and protect themselves from the consequences of such potentially dangerous disasters; conducting public presentations and speeches at schools, special events, civic organizations, etc. (including television, radio and/or newspaper interviews or appearances) which would benefit the public's safety and enhance the community's awareness and preparedness for any potential emergency/disaster threat to this jurisdiction; coordinating with all educational facilities to ensure that adequate disaster (tornado, thunderstorm, etc.) alerting, warning, and in-place sheltering procedures are developed, implemented and exercised; coordinating the development and implementation of a Disaster Preparedness and Training Program for City employees and volunteers, specifically for the purpose of educating each of their responsibilities during emergency and/or disaster operations.

APPLICANT QUALIFICATIONS

- Experience with Microsoft Office
- Excellent written and verbal communication skills
- High School Diploma or equivalent required; Bachelor's Degree preferred
- Must have U.S. citizenship

Anyone interested in the posting, please contact **Deston Dorchack** at ddorchack@calumetcity.org or **Deanne Jaffrey** at djaffrey@calumetcity.org.

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