



# Emergency Management Director

*Explore. Thrive. Belong.*

*Jefferson County is the Heart of the Heartland. We offer the best of Wisconsin living with safe, family oriented, vibrant business and civic communities surrounded by picturesque farmland. Jefferson County is proud of our small-town living options and easy access to major urban centers.*

## WHAT WE ARE LOOKING FOR

We are seeking an experienced Emergency Management Director to lead our county's response through potential crises and disasters. The ideal candidate will have strong leadership skills, exceptional decision-making abilities, and a comprehensive understanding of emergency preparedness, response, and recovery protocols.

## WHAT YOU WILL DO

As the Emergency Management Director, you will collaborate with individuals, families, municipalities, and first responders, offering preparedness information, training, and logistical support to aid in their readiness for response to and recover from disaster emergencies.

## SOME ESSENTIAL RESPONSIBILITIES

**County-wide Emergency Management Programs/Procedures:** Lead the charge in county-wide emergency management, oversee the dynamic evolution of the County's Comprehensive Emergency Response Plan (CEMP) and Emergency Support Functions (ESFs). Spearhead the development and execution of Jefferson County's All-Natural Hazard Mitigation Plan. Review and enhance the off-site hazardous materials inventory and spill mitigation plans, keeping the County ahead of potential threats. Collaboration lies at the heart of the County; work closely with Law Enforcement, EMS, Fire, Public Works, various units of local government, the Emergency Management Committee, the Local Emergency Planning Committee, and state emergency management pooling expertise to shape effective policy recommendations.

**Emergency Preparedness, Response and Recovery Communication:** Seamlessly disseminate critical Emergency Management information to County Officials, municipalities, the public, and the news media, fostering a cohesive understanding of preparedness efforts. Attend municipality or town meetings as necessary keeping communication channels open and responsive. Coordinate response and recovery activities across all phases of disaster management, fostering swift and effective action before, during, and after crises.

**Management:** Lead by example; oversee the Emergency Management department and providing direction to staff. This includes the development and administration of the departmental budget, as well as spearheading long-range planning initiatives to ensure preparedness evolves with emerging challenges. Attend Department Head meetings keeping abreast of broader organizational strategies, while presenting the annual department report to the County Board. Provide steadfast leadership and guidance to the Emergency Management team and first-responders, fostering a culture of excellence and readiness. Identify and address training needs.

**Requirements:** Five to six years related experience and or training OR a bachelor's degree in Emergency Management, Homeland Security, Public Safety Administration, or equivalent plus two years of experience, OR an equivalent combination of education and experience. Valid Wisconsin motor vehicle license. A clear criminal background check and security clearance. Wisconsin Certified Emergency Manager or in the process of obtaining the Certification preferred.



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## **Salary & Benefits**

Salary range is \$84,822 - \$108,992. Salary determined based on candidate's successful experience and qualifications. Jefferson County offers an excellent, comprehensive benefits package.

[Click Here for 2024 Jefferson County Benefits](#)

## **Benefits Highlights**

3 weeks paid vacation\* Health insurance\* Health insurance opt Out Plan \* Dental & Vision insurance\*  
\*Life insurance\* Wisconsin Retirement System\* Health Savings Account \* Differed Compensation Program\* \*Group Life insurance \*

## **Employees at Jefferson County Value**

\*Competitive Pay\* Excellent Benefits\* Great Coworkers\* Flexibility\* Advancement & Opportunity\*  
\*Family Feel\*

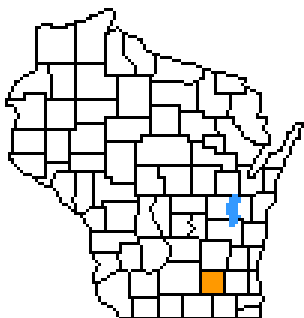
## **ABOUT JEFFERSON COUNTY**

**Where Outdoor recreation meets small town living.** Jefferson County is situated in southeastern Wisconsin, and is bordered by the counties of Dodge, Dane, Rock, Walworth, and Waukesha. Our county covers a land area of 557 square miles, with an additional 25.73 square miles of water area, which includes five major rivers and 35 lakes. It is also comprised of 16 townships, 5 villages, and 6 cities including a portion of the cities of Waterloo, Watertown, and Whitewater. The county seat is in the city of Jefferson, a city of approximately 7,757 residents, and has a 2% growth rate since 2020 and ranks 5<sup>th</sup> out of the state's 72 counties!

Ideally situated between the metropolitan areas of Milwaukee and Madison, Jefferson County offers a pleasant mixture of urban and rural life. With easy access via the I-94 and I-90 highway system, the County is characterized by rich agricultural areas, thriving family-oriented communities, diversified manufacturing, and highly valued natural resource features. Fine dining and entertainment can be found throughout the County.

**HOW TO APPLY:** For a full job description and link to apply online, please visit the County's by clicking [here](#).

Interested applicants should submit a cover letter and resume in addition to the online Jefferson County application.



Questions can be directed to Jenn Adametz Robinson at 920-728-7629 or [JRobinson@Jeffersonwi.gov](mailto:JRobinson@Jeffersonwi.gov).