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 Committed, 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 experience of related experience and/or training; or a bachelor's degree in Emergency Management, Homeland Security, Public Safety Administration, or a related field, plus two years of relevant experience; or an equivalent combination of education and experience.

Additional Requirements:

- Valid driver's license.
- Ability to successfully pass a criminal background check and obtain required security clearance.
- Wisconsin Certified Emergency Manager certification, or actively working toward certification, preferred.

JEFFERSON COUNTY
WISCONSIN
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Wage & Benefits

Starting salary range is $90,468-$100,805 per year based on the candidate's successful experience and qualifications.

Benefit Highlights if Full Time

* Paid Vacation * Health Insurance * Health Insurance Opt Out Plan * Dental & Vision Insurance *
* Life Insurance * Wisconsin Retirement System * Health Savings Account * Deferred Compensation Program *
* Long Term Disability * Short Term Disability * Accident Insurance *

2026 Gold Certified Family Friendly Workplace

Employees at Jefferson County Value

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

HOW TO APPLY: For a full job description and link to apply online, please visit the County's web site at jeffersoncountywi.gov.

Jefferson County is an Equal Opportunity Employer

FAMILY FRIENDLY WORKPLACE