



# CLASS TITLE | DIRECTOR OF EMERGENCY MANAGEMENT

PAY GRADE: EX-56 | [www.cityoftulsa.org/pay](http://www.cityoftulsa.org/pay)

Effective Date: 06/24/2026

CLASS CODE: 1306

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**PURPOSE OF THE CLASSIFICATION:** Under administrative direction, the Director of Emergency Management is responsible for the development and maintenance of Emergency Management functions in the City of Tulsa in coordination with federal, state and other local partners; and performs other related assigned duties.

## ESSENTIAL TASKS:

- Coordinates and directs the planning, organization, and implementation of local emergency management activities for the City of Tulsa
- Oversee and participate in activities associated with various disaster planning committees assuring the preparation, participation and coordination of emergency response training seminars, drills and simulation exercises
- Performs the alert and warning function when necessary
- Facilitates cooperation and communication among local emergency support agencies, including but not limited to fire departments, law enforcement, hospitals, and EMS
- Keeps the Mayor informed of departmental operations, budget status, and legislative issues affecting City Emergency management
- Coordinates the City Emergency Operations Plan and Hazard Mitigation Plan in accordance with Federal, State, and Local statutes, and updates plan annually
- Coordinates planning, organization, and implementation of local emergency management training programs, and activities including but not limited to development of severe storm spotters and network designed to provide early warning alerts
- Prepares and manages the annual divisional budget and all financial resources for emergency management programs
- Develops and implements public information and public relations activities in coordination with the City Communications Department
- Plans and implements long-term emergency preparedness programs
- Manages and supervises employees assigned to the Tulsa Emergency Management Division
- Reports to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

## QUALIFICATIONS:

Training and Experience: Must meet the following criteria:

- (a) Graduation from an accredited college or university with a bachelor's degree in emergency management or related field; **and,**
- (b) Eight (8) years of experience in emergency management or a field relevant to the essential tasks listed in this job description



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### Knowledge, Abilities and Skills:

#### Knowledge of:

- The methods of organizing, planning, management and supervision
- State, local, and federal regulations pertaining to emergency preparedness
- Natural disasters and procedures
- Planning principles and response protocols for threats and hazards
- Principles and practices of management and organizational theory, business finance and budgeting, contracts, grant writing, business development, program management, and analysis
- Principles of supervision, personnel management, employee relations, and modern information systems

#### Ability to:

- Define problems, collect data, establish facts, and draw valid conclusions
- Interprets an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables
- Work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry
- Apply concepts such as fractions, percentages, ratios, and proportions to practical situations
- Plan, organize, manage and evaluate the staff, functions, operations, and systems of emergency preparedness, recovery, and response operation
- Direct and coordinate all levels of personnel and aspects of emergency services administration in an actual emergency or disaster situation
- Oversee and participate in activities associated with various disaster planning committees assuring the preparation, participation and coordination of emergency response training seminars, drills and simulation exercises, including amateur radio procedures
- Read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents
- Responds to common inquiries or complaints from customers, regulatory agencies, or members of the business community
- Write speeches and articles for publication that conform to prescribed style and format
- Effectively present verbally and in writing information to top management, public groups, and/or boards of directors

#### Skill in:

- The use of technical equipment and specialized software, including database software, internet software, spreadsheet software and word processing software



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Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard, calculator and telephone; frequent lifting and moving up to 20 pounds; occasional lifting or moving 100 pounds; may be subject to sitting and standing for extended periods of time, walking, standing, climbing, balancing, stooping, kneeling, crouching or crawling; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates:

1. Possession of a valid Oklahoma Class "D" Driver license
2. Defensive driving within six (6) months of date of hire
3. FEMA Certified Emergency Manager certification *preferred*
4. National Incident Management System courses (ICS-100: Introduction to the Incident Command System, ICS-200: ICS for Single Resources and Initial Action Incidents, S-700: National Incident Management System, An Introduction and IS-800: National Response Framework)

**WORKING ENVIRONMENT:** Working environment is primarily indoors in an office setting and occasionally exposed to inclement weather conditions; requires some travel to various locations.

**EEO Code: E-01**

**Group: Public Safety**

**Series: Public Safety Administration**