



JOB ANNOUNCEMENT

SENIOR EMERGENCY MANAGEMENT COORDINATOR, B16

CHICAGO DEPARTMENT OF AVIATION
Security-Emergency Management Section

Number of Positions: 3
(Additional vacancies possible pending budget approval)
Starting Salary: \$90,732.00

Applications for this position will be accepted until 11:59pm CDT on July 27, 2026.

This position is covered under the City's collective bargaining agreement with **AMERICAN FEDERATION OF STATE, COUNTY, AND MUNICIPAL EMPLOYEES (AFSCME) – BARGAINING UNIT 1, 3, 4 & 5.** Only employees in City job titles in this bargaining unit are eligible to bid.

BID INSTRUCTIONS: Apply on the bid site: <https://chicago.taleo.net/careersection/103/jobsearch.ftl?lang=en> AND

1. Check the box on your profile titled "Currently employed by the City of Chicago"
2. Enter your employee ID (located on your pay stub labeled 'payee/employee number')
3. Select your correct bargaining unit

FAILURE TO FOLLOW THESE INSTRUCTIONS WILL RESULT IN A REJECTED BID APPLICATION

ESSENTIAL DUTIES

- Work with CDA employees, partners and airport tenants to assist with the development, update and maintenance of the O'Hare Airport Emergency Operations Plan, ensuring compliance with regulatory authorities.
- Work with CDA Emergency Management section staff to develop and conduct training to address response and recovery capability gaps and develop a records management system to track training taken by badged employees.
- Design Homeland Security Exercise and Evaluation Program-compliant tabletops, functional, and full-scale exercises.
- Assist in the development of procedures, conduct training, and coordinate response operations for the Incident Management Center, the CDA's emergency operations center.
- Participates in the planning and coordination of multiagency emergency training exercises and drills, including those required by federal agencies.
- Coordinate after-action reviews and the development of after-action reports and improvement plans following real-world incidents.
- Assist in recovery efforts, working with airport partners to restore services and operations.

Additional duties may be required for this position

Location: O'Hare International Airport (ORD) and Midway International Airport (MDW)
Days: 8:30 a.m. – 4:30 p.m. and on call 24/7
Hours: Varies

THIS POSITION IS IN THE CAREER SERVICE

Qualifications

MINIMUM QUALIFICATIONS:

Training and Experience

- Graduation from an accredited college or university with a Bachelor's degree, plus two (2) years of experience in emergency management, law enforcement, or fire prevention or safety operations.

Should the above criteria not be fulfilled, the following options are acceptable:

- Graduation from an accredited college or university with a Master's degree, plus one (1) year of experience in emergency management, law enforcement, or fire prevention or safety operations; **OR**
- Graduation from an accredited college with an Associate's degree, plus four (4) years of experience in emergency management, law enforcement, or fire prevention or safety operations; **OR**
- Six (6) years of experience in emergency management, law enforcement, or fire prevention or safety operations.

NOTE: A valid State of Illinois driver's license is required.

NOTE: The candidates selected for hire must pass an airport background check and a Security Threat Assessment.

Selection Requirements: This position requires bidders/applicants to successfully complete an interview. The interviewed candidate(s) who possess the qualifications best suited to fulfill the responsibilities of the position will be selected.

For Information on our employees benefits please visit our benefits website at:

<https://www.chicago.gov/city/en/depts/fin/benefits-office.html>

For Information on our salary and title structure visit our classifications website at:

https://www.chicago.gov/content/dam/city/depts/dhr/supp_info/JobClassification/2025_Classification_and_Pay_Plan.pdf

Application Evaluation: Initial evaluation will be based on information provided on the application and the documents submitted. Department of Human Resource staff will review applications after the final posting date. Staff will follow any and all required Employment/Hiring Plan provisions, federal, state and local laws, and Collective Bargaining Agreements when applicable. Staff will apply hiring preferences as required by the municipal code. Candidates who meet the minimum qualifications will be placed on an eligibility list in lottery order. Placement on an eligibility list is not an offer or guarantee of an interview nor employment with the City of Chicago.

**ALL REFERENCES TO POLITICAL SPONSORSHIP OR RECOMMENDATION MUST BE OMITTED
FROM ALL APPLICATION MATERIALS SUBMITTED FOR CITY EMPLOYMENT.**

**The City of Chicago is an Equal Employment Opportunity, Military Friendly, and Fair Chance
Employer.**

City of Chicago
Brandon Johnson, Mayor

Here is the link to the City of Chicago website:

<https://chicago.taleo.net/careersection/100/jobsearch.ftl?lang>

[**Job Search - Basic Search - Taleo**](#)

FOLLOW THE STEPS BELOW TO VIEW THE OPEN POSITION AT THE CDA

1. Visit flychicago.com/jobs or click the link above.
2. Click on the current open position at CDA.
3. Select the position – **Senior Emergency Management Coordinator**

Senior Emergency Management Coordinator (O'Hare)
\$90,732.00
Job #416502
07/13/26 - 07/27/26

1. The applicant must create a Candidate Profile to apply for the position. Once a profile is set up, the applicant will receive email alerts for new positions in the area of interest.
2. Job postings will remain online for a minimum of 14 business days.
3. All information must be completed on the application. The following documents should be attached (resume, cover letter, and transcripts.)