

POSITION DESCRIPTION

Perry County

CLASSIFICATION TITLE:	Emergency Management Director
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FLSA STATUS	exempt	REPORTS TO	Commissioners
FLSA TYPE	N/A	DEPARTMENT	EMA
CIVIL SERVICE STATUS	Unclassified	DIVISION	Commissioners

DISTINGUISHING JOB CHARACTERISTICS

Serves as the Lead on Plan implementation and exercising the plans to keep level of readiness at acceptable levels.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty listed below. Reasonable accommodations made for disabled persons, covered by the Americans with Disabilities Act, in accordance with its requirements.

Leads and/or assists in preparation and implementation of the countywide emergency operations plan and establishes and maintains the Emergency Operations Center and appropriate Alerting Systems.

Coordination with Federal, State and Local Emergency Management Agencies and assists in purchases of equipment and maintains an asset database for equipment, coordinates and update appropriate Memorandums and Letters of Agreement consistent with Federal, State and Local regulations, tracks funding information including expenditures via computerized Grant applications.

Maintains, secures and compiles information regarding resources and facilities to use in the event of a Natural or Manmade Disaster or Hazmat Incident.

Leads in planning and recommending purchasing of office supplies and equipment.

Interprets and implements Federal and State regulations.

Recommends and enforces, in a consistent manner, office policies and procedures.

Establishes and maintains working relationships with all emergency response entities.

May need to attend meetings, workshops, conferences, and training sessions and perform a variety of public relations duties.

Devises correspondence completes forms and develops reports associated with office programs.

Handles complaints and public inquiries regarding office programs and responds to Haz-Mat or Countywide Disasters as required and other Situations as requested.

Maintain EOC Facility and staff adequacy during emergencies.

Prepares EMA Budget, Administers Local, State and Federal Grants as well as monitors all accounts and expenditures.

CRITICAL SKILLS/EXPERTISE

Need to have thorough knowledge of computer programs such as MS Word, MS Excel, MS PowerPoint, Adobe, and the internet.

The basic knowledge of the principles that guide emergency management program.

Extensive knowledge of policies, procedures, and be able to assist staff in performance responsibilities.

The basic knowledge of local government's structure and processes.

Need to have knowledge of current developments in legislation and other matters pertaining to Emergency Management.

Need to have knowledge and ability to apply rules, regulations and guidelines associated with Emergency Services and public service.

Need the ability to define and solve problems, collect data, establish facts to draw valid conclusions using judgment and analytical skills.

Need to have the ability to communicate effectively, both orally and written.

Need the ability to work effectively with clients who may be upset, distraught, irate, emotionally, mentally, or otherwise unable to function within reasonable range or constructive behaviors.

Need the ability to work independently, under pressure and to set and achieve goals.

Need the ability to organize and maintain large volumes of information and paperwork.

Need the ability to effectively program and plan independently and in collaboration with other staff units and outside agencies.

SCOPE OF SUPERVISION

Deputy Director, EMA Administrative Assistant and other EMA personnel.

EQUIPMENT OPERATED

Ability to operate a variety of office equipment such as computer, copier, telephone, calculator, FAX machine, VCR, radios, and other equipment necessary to perform duties. Ability to use motor vehicle is required.

Contact is with co-workers, employees from public and private sector organizations and the public at the local and state level. Other contacts are Fire Departments, EMS, Law Enforcement, Hospital, City Departments, County Departments, Townships, Health Departments, Nursing Homes, Schools, Daycares, State Agencies, Transportation Agencies, and Medical Facilities.

DIFFICULTY OF WORK

Work consists of complex, varied, standardized and non-standardized tasks requiring application of numerous laws, rules, regulations, and procedures. Individuals are required to provide technical assistance to staff personnel on programs, policies, the interrelationship of programs, unique computer applications and must function in extremely complex, time sensitive and difficult situations. The job requires the individual to be continually aware of change occurring which must be learned and passed on to staff. Procedures need to be developed for implementing changes at the local level.

RESPONSIBILITY

Individuals operate independently of supervision in handling daily operations. Normally receiving the supervisors' input when needed and establishing priorities. Errors in work may cause inaccuracies in reports, records or technical data resulting in inaccurate or incomplete information and may cause loss of efficiency of response of emergency services and possible loss of property and life.

WORKING CONDITIONS

The minimum work conditions for the position indicate that the individual be exposed to inside and outside conditions with exposure to weather temperatures ranging from below 32 degrees AND above 100 degrees for periods in excess of one hour. Operational functions can result in possible exposure to hazardous substances, fire, etc.

USUAL PHYSICAL DEMANDS

Position incumbents performing this job's essential duties and responsibilities typically exhibit the following physical demands. These physical demands are not and should not be construed to be job qualification standards, but are illustrated to help the employer, employee and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job's essential duties because of an ADA disability.

The physical requirements of the position identified as sedentary work that may require the lifting of up to fifty pounds, except when conducting field operations.

The physical activity of the position is normally typing, talking, hearing, listening, reaching and walking. Presence at operational incident scenes can require additional, more extensive physical activity such as climbing.

The minimum visual activity of the seeing job is near to the eye for administrative functions and both near and far for operational functions.

SUPERVISION RECEIVED

Work methods and related problems: Individual updates and discusses program operation with Commissioners and asks for direction, if needed.

Productivity: Individual is responsible for handling workload in a complete, accurate and timely manner. Productivity is measured by how well timeliness standards met.

Quality of work produced: Individual ensures paperwork is accurate and reports are correct and timely according to work standards.

Budget: Individual completes budget reports within required period. Individual develops budget with assistance from Staff.

Staffing and/or organizational changes: Ensures that the EMA Office is fully staffed and operates efficiently.

Office objectives: Individual has written goals and objectives. Individuals are evaluated yearly and is responsible for meeting those goals.

Direction and/or guidance received from Commissioners: Direction and guidance received upon request and through meetings and yearly evaluation meetings with the Commissioners.

QUALIFICATIONS

High School Diploma or GED required, plus 1 year of related work experience and/or education (Undergraduate). Individual shall have or be able to acquire a FEMA Professional Development Series Certification in Emergency Management, FEMA IS 100, IS 200, IS 300, IS 400, IS 700 and IS 800 within three years of hiring. Individual must have knowledge of Office 365, MS Word, MS Excel, MS PowerPoint and Adobe, excellent verbal and written communication skills and the ability to perform in extremely critical situations. The individual must possess a valid Ohio Driver’s License and an acceptable driving record.

LICENSURE OR CERTIFICATION REQUIREMENTS

Individual shall have or be able to acquire FEMA Professional Development Series Certification in Emergency Management within three years of hiring.

Individual shall take or have taken all required Federal Classes in allotted time (three years) of the Emergency Management Performance Grant (EMPG) requirements.

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee's supervisor or designee.

MANAGEMENT APPROVAL

_____/_____/_____
Commissioner Representative Date

EMPLOYEE UNDERSTANDING

_____/_____/_____
Employee Date