

**PERRY COUNTY COMMISSIONERS
Job Description**

Job Title:	Director	Employee Name:	
Department:	Homeland Security/EM/911 Services/Safety	Class Title:	
Reports To:	Board of Commissioners	Class Number:	
FLSA Status:	Exempt	Civil Service Status:	Unclassified
Prepared By:	Human Resources	Employment Status:	Full-Time
Prepared Date:	09/15/2016	Regular Hours:	varies

SUMMARY

Provides Leadership and Direction for overall operations of Homeland Security/Emergency Management/911 Services. Ensures compliance with all federal, state, and local laws pertaining to Homeland Security/Emergency Management/911 Services. Identifies areas of improvement and recommends changes to the Board of Commissioners.

ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES *include the following. Other duties may be assigned.*

* Demonstrates regular and predictable attendance.

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romotes and maintains positive and effective working relationships and promotes good public relationships as a representative of Perry County Government

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versees the management and administration of the Homeland Security/Emergency Management/911 Services. Actively involved in employee and/or labor relations and contract negotiations.

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Plans and develops the overall County Emergency Management Program and coordinates the activities of all local agencies having emergency management responsibilities by meeting and conferring with various local officials (e.g., law enforcement, fire, emergency medical, transportation, media, Red Cross, etc.)

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Develops disaster plans (e.g., flood, fire, tornado, chemical spill, etc.) and coordinates with the Ohio Emergency Management Agency and ensures activities are an integral and coordinated part of the overall state and national programs; responds to emergencies and provides information on behalf of County. Responsible for formulating operational plans for emergency operations for the continuance of local government in an emergency. Consults with and advises the Board of County Commissioners in disaster related matters. Develops and demonstrates knowledge of current developments in field to efficiently and effectively manage natural and man-made disasters, and terrorism events.

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Meets and confers with various officials to transmit and explain disaster plans, policies, methods, and procedures; assists other public agencies in County with preparation and coordination of disaster plans (e.g., villages, townships, etc.). Promotes and maintains an emergency management training program. Establishes and maintains an emergency warning system. Directs emergency recovery activities in coordination with federal, state and local organizations.

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versees the researching, compiling and analyzing of data (e.g., available services and equipment, feasibility of additional services/equipment, potential hazards, project priorities, etc.).

Public Awareness Activities

oversees the planning of various public awareness activities and programs (e.g., pamphlets, news releases, educational programs, speaking to public groups, displays and booth at County fair, etc.).

Public Information

informs citizens of emergency services, mission and responsibilities. Speaks to community groups and makes presentations. Works cooperatively with community groups, business and industry. Responds to citizen concerns and resolves complaints. Gives media information and news releases, as needed.

Budget Management

develops and manages the budget for Homeland Security/EM/911 Services.

Grant Management

oversees the development and submissions of grant requests for Homeland Security funds. Recommends contracts/agreements to the Board of Commissioners for approval.

Resource Management

maintains accurate records and inventories of resources that can be utilized during emergencies (e.g., vehicles, facilities for housing and feeding victims response assets, equipment available for processing hazardous materials); prepares a variety of reports (e.g., budget report, progress reports, resources inventory update, activity reports, etc.); enforces hazardous materials reporting laws.

Policy Review

reviews and recommends revisions to current policies and procedures to ensure accuracy and effectiveness.

Safety Requirements

meets all job safety requirements and all applicable OSHA/PERRP safety standards that pertain to the essential functions of the position and all agency safety procedures.

Safety Director Duties

performs duties of Safety Director for the county in maintaining accurate records of all county safety incidents and BWC claims, building inspection reports, and all other safety related programs.

Professional Development

remains informed of current developments and procedures pertinent to duties; may be required to attend seminars/training.

SUPERVISORY RESPONSIBILITIES

Overall supervisory responsibilities for all employees in Homeland Security/EM/911 Services. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE

Able to obtain Professional Development Series (PDF) within designated time frame; Two (2) to six (6) years' related experience and/or training in Emergency Management; a minimum of two (2) years supervisory experience; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to

prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

COMPUTER SKILLS

Proficiency in Microsoft Word, Excel and other related software.

OTHER SKILLS AND ABILITIES

Possess excellent:

Interpersonal Skills

Conflict Resolution Skills

Decision Making Skills

Leadership Skills

Organizational Skills

Comprehensive knowledge of emergency management and emergency response

Ability to stay calm in emergency situations and delegate responsibilities to others

Ability to become a Certified Emergency Manager and obtain the Ohio Certified Emergency Managers Designation.

Ability to be covered under the county fleet vehicle liability insurance policy.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Ohio Driver's License

Law Enforcement Automated Data System (LEADS) Certified (must acquire within 30 days of hire)

FEMA IS 100, 200, 300, 400, 700 and 800

FEMA Professional Development Series*

*Obtained within two years of employment.

PHYSICAL DEMANDS *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The employee frequently is required to sit, stand; walk and climb on rough terrain. The employee is required to use hands to finger, handle, or feel; reach with hands and arms; balance; and stoop, kneel, crouch, or crawl. The employee may occasionally lift and/or move 25+ pounds.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, outside weather conditions, toxic and/or caustic chemicals.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (the employee's) signature below signifies that I have reviewed and understand the contents of my position description.

Appointing Authority

Date

Agency Representative

Date

Employee Signature

Date
