

JOB DESCRIPTION: DIRECTOR, EMERGENCY MANAGEMENT

DATE: 11/3/11

EXEMPT (Y/N):	Yes	JOB CODE:	CSC Exempt
DEPARTMENT:	Emergency Management	CLASSIFICATION:	245
SUPERVISOR:	Board of Commissioners	SALARY RANGE:	E05
UNION (Y/N):	No	LOCAL:	NA

GENERAL STATEMENT OF DUTIES: Responsible for professional performance and administration of the Emergency Management Department for Columbia County. Responsible for planning, organizing and directing the activities of the Department.

Fairly enforce all laws, regulations, ordinances, and standards to ensure maximum compliance and to protect the public health and safety. Plan, organize and direct all Departmental activities, including those with other governmental units and private organizations. Work directly with a wide range of community groups, public and private sector officials, County employees, individual citizens and as part of the County management team.

Promote excellence, dependable performance, responsible customer services, pride, initiative, commitment, cooperation, safety and a team approach throughout the Department. Evaluate and define Departmental programs and policies along with the development of budget proposals in accordance with the vision of the County as articulated by the Board of County Commissioners. Supervise staff of professional, technical and office support staff and volunteers and hold them accountable for results.

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

Develop, revise and maintain a comprehensive County Emergency Management program which includes mitigation, preparedness, response and recovery functions.

Develop, revise and maintain a multi-hazard response plan to meet emergencies arising from natural disasters or other causes. Provide public awareness of incidents as appropriate.

Coordinate emergency plans, programs and operations of federal, state, County and city agencies, and other public or private emergency management services agencies.

Develop and conduct training for emergency responders (including Incident Command System training) and Emergency Operations Center staff. Conduct simulated exercises for practice in response to multi-hazard incidents and conditions.

JOB DESCRIPTION: DIRECTOR, EMERGENCY MANAGEMENT

DATE: 11/3/11

Promote emergency preparedness public education programs through press releases, public appearances, school activities, etc.

Develop and maintain an operational Emergency Operations Center (EOC) for the County, in cooperation with local public and private agencies. Observe response provided by Emergency Operations Center staff and volunteers to evaluate response based on established guidelines and plan requirements. Analyze post-activity reports and implement findings into Emergency Response Plan.

Develop and/or coordinate the implementation of intergovernmental mutual aid agreements to facilitate and coordinate emergency response and control.

Act as County representative with federal, state, local agencies; community and professional groups, Commissions and Boards regarding all aspects of the County Emergency Management program.

Administer the Ambulance Service Area program and represent the County with regard to the Ambulance Service Area Advisory Committee. Advise Board of Commissioners regarding ambulance franchises.

Coordinate volunteers and members of other agencies involved in activities related to public information, public awareness, incident management and response.

Prepare a variety of reports on emergency response plan and procedures. Prepare claims as necessary following an emergency for reimbursement from other agencies/governments. Maintain records and files.

Formulate and present the emergency operations budget. Monitor and manage fiscal operations to remain within budgetary constraints. Research and pursue available funding options at the federal, state and local level.

Ensure the performance requirements of emergency management funding programs are met, as appropriate.

Follow all safety rules and procedures established for work areas. Ensure departmental compliance with all policies and procedures.

SUPERVISORY RESPONSIBILITIES: Directly supervise 2-3 employees. During exercises and/or an emergency, this position will also supervise other staff and/or volunteers in the operations of the Emergency Operations Center.

JOB DESCRIPTION: DIRECTOR, EMERGENCY MANAGEMENT

DATE: 11/3/11

- Ensure that Department plans and goals are effectively communicated throughout the Department so that individual work plans maintain progress toward Department goals.
- Fulfill role as appointing authority for Department to ensure the hire of qualified candidates. Ensure that each Departmental employee receives written, clearly stated goals and expectations.
- Ensure that each Departmental employee is held accountable for meeting those goals and expectations and take corrective action if not met.
- Conduct regular, formal and informal, evaluations of Departmental employees.
- Provide training opportunities for Departmental staff.
- Diagnose organizational needs, designing approaches and facilitating interventions to optimize Departmental communication, cooperation, teamwork, participation and results.
- Discharge all supervisory responsibilities in accordance with the County's policies and procedures, collective bargaining agreements, and State and Federal laws.
- Coordinate all personnel functions with the Human Resources Department.

SUPERVISION RECEIVED: Work is performed with considerable independence under the general direction of the Board of County Commissioners and is reviewed jointly by the Board and Director through conferences, reports and the effectiveness of programs in accomplishing Department goals and objectives.

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: Bachelor's degree in business, public administration, urban planning or political science or closely related field. Four years' work experience in a related area, with experience in emergency management and as a trainer. Any satisfactory combination of experience and training which provides the required knowledge, skills and abilities may be acceptable.

SPECIAL LICENSES, CERTIFICATIONS: Possession of a valid driver's license and an acceptable driving record.

KNOWLEDGE, SKILL AND ABILITY: Broad knowledge of emergency management principles and practices. Considerable knowledge of local, state and federal rules and regulations concerning emergency management. Knowledge of methods and techniques of adult learning and training design. Knowledge and ability to prepare training and other materials and make effective presentations.

JOB DESCRIPTION: DIRECTOR, EMERGENCY MANAGEMENT

DATE: 11/3/11

Broad knowledge of various software applications programs, including word processing, spreadsheets and electronic mail.

Ability to:

- Plan, implement, and evaluate Department activities based on policy guidelines, regulations and laws.
- Think conceptually and quickly get to the heart of a problem.
- Set priorities and develop realistic solutions to problems.
- Express ideas effectively, verbally and in writing. Use sound judgment and not be afraid to take reasonable risks.
- Adapt flexibly to change or new situations and acknowledge and work through conflict openly. Accept responsibility and be able to work well with ambiguity.
- Model the positive behavior desired in others and promote collaboration and shared responsibility for Departmental success. Look for opportunities for people to contribute, develop skills, take responsibility and be trusted.
- Develop and maintain harmonious and effective working relationships with employees, other agencies, County officials and the general public.

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.

Minimal, involving the movement of boxes, files, equipment, etc., seldom exceeding 20 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.

Usually work in a general office environment. Position is subject to call back due to an emergency situations 24 hours a day, seven days a week. Working hours may be extended and highly stressful during an emergency situation. Field work may be required which will expose position to all weather conditions and a wide variety of terrains.