

Logan County

Job Description



Title:	Emergency Manager	Code:
Division:	Administration	Effective Date:
Department:	Emergency Management	Last Revised: 01/15

JOB SUMMARY:

Performs various professional and administrative functions related to organizing, planning, coordinating and supporting County emergency operations and disaster services. This includes: developing, reviewing and updating policies and plans; serves as liaison with other agencies for the purpose of coordinating emergency operations; develops, coordinates and conducts training and exercises that may include private industry, other governmental agencies, volunteer groups and disaster volunteers; assists in the organization and management of the Emergency Operations Center.

This employee reports to the Board of County Commissioners and works within the guidelines of County policies and procedures. The employee is expected to resolve problems that arise in the normal course of work.

This is a full time, non-exempt position.

ESSENTIAL FUNCTIONS:

Develops and updates emergency operations plans and policies; responsible for coordinating with other jurisdictions, community, and volunteer groups for services to support emergency operations plans.

Plans, coordinates and participates in disaster, emergency and mass-casualty trainings; assists with the development, execution and evaluation of emergency exercises for private industry, other governmental agencies, volunteer groups and disaster volunteers.

Coordinates the collection of emergency preparedness information from governmental agencies and, occasionally, from private industry to use in the development of emergency plans; assists in the development of plans to ensure coordinated planning and response to disasters and emergencies; ensures plans are complete, and compatible with the County Emergency Operations Plan.

Develops programs and presentations which provide emergency preparedness information and training for governmental agencies, volunteer groups, support services, disaster volunteers, general public and private industry; prepares both print and multi-media material for emergency management education and training.

Recruits and trains volunteers to assist in emergency situations.

Prepares complex, routine and non-routine reports utilizing a variety of software; summarizes material for the preparation of reports.

Interprets, develops, communicates, updates and monitors policies, procedures and emergency plans; recommends improvement when necessary; and writes/revises same.

Develops and adheres to an annual budget.

Coordinates funding through grants, including: researching potential grants; reviewing guidelines to assure adherence; assisting in and/or developing financial and program reports. As appropriate, forwards grant opportunity information to the various organizations/agencies and in some situations may facilitate the writing of grant applications by providing data and statistics or other required information.

Consults with federal, state, county and municipal officials to assist in establishing program objectives. Supervises preparation of project applications, progress reports and other documents required for federal assistance in disaster management activities.

Coordinates training programs to ensure compliance with State and Federal standards. Develop, implement and supervise new training programs to maintain and upgrade preparedness; coordinate with other agencies for mutual combined training.

Meets objectives identified in the program guidelines outlined in the Emergency Management Performance Grant (EMPG) and the Local Emergency Management Support (LEMS) grant.

Develops Emergency Operations Center (EOC) as a site from which key officials can direct, control, and conduct coordinated operations in emergencies.

Establishes and maintains an emergency alert system to alert and warn the public and key officials of an emergency. Ensures that the timely receipt of initial information regarding any major threat to life or property is disseminated to other agencies and authorities.

Identifies, maps, and updates identification data on county-wide critical facilities and adds the information to local and state inventories.

Researches and recommends statutes, ordinances and resolutions in the pursuance of emergency management objectives. Organizes and communicates emergency powers, authorities and responsibilities of various officials.

Conducts tests and exercises to give key officials practice in directing operations during a simulated emergency situation.

Performs other job related duties as required or requested.

MINIMUM QUALIFICATIONS:

1. High school diploma or GED.
2. Two years of experience in job-related field.
3. Working knowledge of applicable Colorado Revised Statutes and applicable federal and state regulations.
4. Ability to use computer systems and application software.
5. Ability to work independently with minimum supervision.
6. Demonstrated expertise in written and oral communications and interpersonal skills.
7. Ability to foster positive working relationships with individuals and groups contacted during the course of work.

SPECIAL QUALIFICATIONS:

1. Possess a valid State of Colorado driver's license.
2. Possess certificates of completion for the various Incident Command System (ICS) courses that are needed for this position within one year of employment.

WORKING CONDITIONS:

Some work will be accomplished in an office environment but may include field work during exercises and incidents and in all weather conditions. Tasks require a variety of physical activities. Physical activities and demands are frequent and related to lifting, walking, standing, stooping, climbing, sitting, and reaching. The ability to communicate effectively (verbally and in writing) is essential to job performance. Mental application requires memory for details, mathematical skills, reasoning ability, emotional stability and discriminating thinking typical of highly responsible administrative positions. Work may include occasional necessity to work: more than regular office hours including evenings, weekends and/or holidays. Some travel will be required.