



Jackson County Board of County Commissioners

Position Description

Job Title:	Emergency Management Director	Reports To:	County Administrator
Department:	Administration	Supervisory (Y or N):	Y
Location:	Emergency Operations Center	Retirement:	Senior Management Service
Annual Salary:	\$49,676.00 - \$71,858.00	Position Type:	Full-Time

Job Description

CLASS TITLE OF EACH POSITION REPORTING TO DIRECTLY TO THIS POSITION

- Emergency Management Coordinator

ROLE AND RESPONSIBILITIES

Under little or no supervision, performs administrative and supervisory work in planning, organizing and directing the County Emergency Management, including duties involving disaster planning. Employee is responsible for developing plans for responding to all types of emergency situations, responding to these emergencies, educating the public with regards to preparing for emergency situations and dealing with the situations once they occur; and coordinating the activities of governmental and non-governmental agencies providing emergency response services. Reports to the County Administrator.

ESSENTIAL JOB FUNCTIONS

- Plans, organizes and directs activities of the Emergency Management Department, working closely with emergency communications, law enforcement, volunteer emergency services and other County departments as necessary in order to provide effective emergency response; develops plans for responding to all types of emergencies; develops and implements evaluation procedures to determine quality of emergency response services provided; reviews administrative and activity reports prepared by department staff.
- Coordinate, facilitate and manage all recovery efforts after all/any emergencies.
- Educates the public as to what they should do to prepare for emergency situations and what to do during an emergency.
- Researches and advises personnel of changes in federal, state and local laws governing emergency services; ensures that subordinates receive orientation and training required for assigned positions; establishes, interprets and enforces standard operating procedures for the various programs.
- Prepares a disaster plan for the County; prepares and writes all policies and department procedures; approves disaster plans for various organizations in the County; offers training to these agencies.
- Maintains readiness to participate in emergency response operations on a 24-hour, on-call basis.
- Observes and ensures compliance with all Federal Communication Commission rules and regulations, as well as departmental procedures; reviews procedures and operations and makes recommendations for modifications and improvements. Attends all emergency services functions and workshops.
- May coordinate EMS training and QA for EMS reports
- Performs other related work as required.

(The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties or requirements of this position.)



Jackson County Board of County Commissioners

Position Description

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Bachelors' degree in emergency management, or a related field, and 5 years of experience in emergency management services, including responsible administrative work; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Paramedic or EMT/Firefighter certification preferred but not required.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles and practices of emergency services department organization and administration.
- Knowledge of the practices, procedures, standards and regulations regarding emergency services at the local government level.
- Knowledge of the functions, terminology, procedures, equipment and techniques used in emergency management services.
- Knowledge of the standard safety practices and procedures applicable to a variety of work situations, including applicable Occupational Safety and Health Administration rules and regulations.
- Knowledge of communication center procedures.
- Knowledge of the principles of supervision, organization and administration.
- Knowledge of the standard procedures and terminology pertaining to governmental and private insurance programs.
- Knowledge of the current literature, trends and developments in the field of Emergency Management.
- Knowledge of the financing sources and programs available through State and Federal funding agencies for emergency services programs, and of the requirements and standards for obtaining and retaining state and federally funded programs.
- Ability to operate common office machines.
- Ability to use and maintain Emergency Management equipment.
- Ability to respond quickly and calmly to emergency situations, and to adopt effective courses of action.
- Ability to plan, organize and direct operations of a diversified Emergency Management Department.
- Ability to supervise and lead subordinates. Ability to effectively express ideas orally and in writing.
- Ability to establish and maintain effective working relationship as necessitated by work assignments.

ADDITIONAL REQUIREMENTS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including computers, calculators, copiers, two-way radios, camcorders, tape recorders, etc. Must be physically able to operate a motor vehicle. Must be physically able to exert up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or up to 10 pounds constantly to move objects. Physical requirements are for Medium Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristic (whether similar to or divergent from obvious standards) of documentation of policies and procedure.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, manual, invoices, surveys, etc. Requires the ability to prepare correspondence, reports, forms, meeting minutes, news releases, purchase orders, etc., using prescribed formats and conforming to all rules of punctuation, grammar diction, and style. Requires the ability to speak to people with poise, voice control and confidence.



Jackson County Board of County Commissioners

Position Description

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardized exists; to interpret a variety of instructions furnished in written, oral diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; to interpret graphs; and to compute discounts, interest, profit and loss, and ratios and proportions.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing ideas by means of spoken words; hearing - perceiving nature of sounds by ear). Must be able to communicate via telephone.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add, or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.

For County HR Use Only

Check all that apply:

Standard Prescreen for Hire: Uniform Allowance Physical Drug Screening Re-screening

Security Check: No Security Screen Required Background Investigation Required Background & Fingerprint Required Fingerprint Investigation Required Access to Abuse Records Caretaker Financial Corrections Management Sensitive County Security Check **Other:**

Reviewed By:		Date:	Click here to enter a date.
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Approved By:		Date:	Click here to enter a date.
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Last Updated By:		Date/Time:	
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The following have acknowledged that the statements above, to the best of their knowledge, accurately describe the duties and responsibilities of the position. This job description does not constitute a written or implied contract of employment.

Incumbent Signature (optional):	Date:
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Discussed with Employee: Yes <input type="checkbox"/> No <input type="checkbox"/>	Title:	Date:
Supervisor's Signature:		

Approval of Reviewing Authority: (Department Director)	Title:	Date:
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Approval of Agency Personnel Officer:	Title:	Date:
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