

EMERGENCY MANAGEMENT DEPARTMENT
LAKE COUNTY

JOB DESCRIPTION
Emergency Management Director

OVERALL FUNCTIONS:

The Emergency Management Director, under general supervision of the County Commission, is responsible for performing emergency management work of considerable difficulty in planning, organizing, training, exercising, and coordinating emergency management activities. This position has direct responsibility for the development and implementation of emergency and disaster plans, organization, administration, and operation of the local organization for emergency management. Duties include, but are not limited to, budgeting, development of warning plans and operations plans for natural or technical hazards, and advising local government officials on disaster responsibilities and operations. The ability to respond to disaster or emergency situations within a reasonable amount of time, at any hour, and remain on-scene or supporting command location for an extended period of time is essential, as is the ability to cope and function within a highly emotional and stressful working environment.

NATURE AND SCOPE OF RESPONSIBILITIES:

This position is a single incumbent position reporting to the County Commissioners. Below is a non-exhaustive list of duties and responsibilities. Other duties and responsibilities may be required if requested.

SPECIFIC RESPONSIBILITIES AND DUTIES:

A. PROGRAM MANAGEMENT (PREPAREDNESS AND MITIGATION)

1. Organize, administer, and operate the local organization for emergency management, subject to the direction and control of the county commission
2. Act for and on behalf of the county commission to plan and coordinate the activities of those operating departments and agencies of local government which are responsible for carrying out emergency management operations in a disaster
3. Work with federal, state, and local partners to ensure a comprehensive emergency management system
4. Develop plans and procedures for and maintain warning and emergency communication systems
5. Develop emergency and disaster plans
6. Review and update, as required, the local emergency operations plan (LEOP)
7. Ensure that the local emergency operations plan (LEOP) is consistent with local, state, and federal government policies
8. Develop policies and procedures for the emergency management department
9. Oversee the implementation of policies and procedures
10. Administer and coordinate the daily operation of the emergency management department

11. Assure that the administration of the emergency management department is in compliance with the South Dakota Emergency Management SLA Administrative Manual
12. Attend emergency management classes and seminars in order to upgrade emergency skills, including all required refresher courses
13. Develop public education programs for emergency preparedness
14. Establish a program which will effectively provide for the protection of lives and property of the public – on-going training programs and the regular exercising of emergency operations plans and procedures (table top exercises, functional exercises, and full scale exercises)
15. Assure that the public is made aware of emergency management department programs and activities
16. Provide survival information before a disaster or emergency
17. Develop an Emergency Operations Center (EOC) site plan from which local government officials can direct and control operations during an emergency
18. Develop procedures and make arrangements for local government officials to make rapid and coordinated decisions in an emergency
19. Develop a force of volunteers to assist emergency management and local government officials during an emergency or disaster
20. Develop, organize, and conduct emergency and disaster preparedness training programs to ensure local government officials and volunteers are adequately prepared to respond to emergency situations
21. Provide leadership to local government officials and agencies in the development of plans for the use of all available manpower, facilities, and equipment during an emergency and enlist the assistance of those resources available from the private sector
22. Coordinate training for all volunteers and local government officials
23. Establish an emergency public information system to alert local government officials and warn the public in the event of an emergency, such as, sirens, local radio and news stations, voice overs
24. Make necessary arrangements to ensure that local government officials, business and industry leaders and volunteers are adequately informed and organized to respond to any emergency or disaster situation in the county which would endanger lives or property
25. Work closely on a cooperative basis with departments of local government and community organizations in developing emergency management plans and capabilities
26. Work closely on a cooperative basis with departments of local government and community organizations in developing a hazard mitigation program to eliminate or reduce potential hazards
27. Assist in the establishment of mutual aid or cooperative assistance agreements with other counties to provide needed services, equipment or other resources in the event of an emergency
28. Coordinate with private industry to develop industrial emergency plans and capabilities in support of local government plans

29. Work with the Red Cross in developing, establishing, and maintaining a shelter and reception care system that meets shelter criterion
30. Maintain all emergency management equipment in proper working order
31. Assist in overseeing the mechanics of emergency rescue vehicles and equipment
32. Identify resource deficiencies and work with appropriate officials on measures to correct them
33. Assist emergency agencies in acquiring equipment when possible by keeping informed on programs and grants which will provide matching funds for the procurement of equipment and training
34. Apply for or assist others in the application of grants
35. Secure or assist in securing technical and financial assistance available through State and Federal programs, such as low interest loans, grants, equipment-in-kind, etc
36. Upon request, support other response agencies in Lake County during emergencies requiring their services.
37. Assist the LEPC (Local Emergency Planning Committee) and the local Hazardous Materials Committee in the development and operation of Title III programs within Lake County
38. Actively participate in state and local associations
39. Determine, in consultation with the county commissioners, annual or semi-annual achievement goals, and measure and analyze progress made in the improvement of the emergency operational capability of the county
40. Periodically review the Board of County Commissioners current policy and identifies changes required to meet specific goals (eg, whether present monies and/or manpower are sufficient to achieve the emergency capability needed)
41. Perform other technical or administrative duties related to the emergency management program, as directed by the county
42. Under the direction of the County Commission, facilitate development, implementation, and/or oversight over county emergency response agencies (ie, Lake County Dive Team)

B. EMERGENCY MANAGEMENT (RESPONSE AND RECOVERY)

1. Respond to both natural and man-made disasters or emergency situations within a reasonable amount of time, at any hour, and remain on-scene or support command location
2. Activate the Emergency Operations Center (EOC) as a site from which key officials can direct and control emergency operations
3. Implement emergency and disaster plans
4. Utilize the public information system and emergency communications system
5. Contact all news media serving the county and provide them with information on lifesaving policies, procedures, and responsibilities during an emergency situation
6. Act as the principal advisor to local government officials during an emergency or disaster operation
7. Serve as the principal advisor to the emergency council on local government emergency operations

8. Supervise all staff assigned during emergencies
9. Establish and maintain a shelter, reception, and care system at the emergency site
10. Provide survival information during and after a disaster or emergency
11. Ensure appropriate and adequate response to all emergency situations
12. Coordinate and advise on emergency and disaster services during operations as described in the approved LEOP
13. Coordinate all resources and facilities during emergency responses
14. Direct and coordinate for, and on behalf of the county, the use of all public and private resources available to local government – manpower, supplies, skills, equipment, etc. – to provide the capability of dealing with the effects of natural or manmade disasters or other emergency situations
15. Assist and coordinate with other emergency management staff regarding mutual aid, cooperative assistance, needed services, equipment or other resources during an emergency
16. Coordinate disaster recovery operations programs with state, federal, and local agencies
17. Collaborate with other officials in order to prepare and analyze damage assessments following disasters or emergencies
18. Provide mitigation assistance to disaster victims and other eligible applicants
19. Administer and track federal and state funds allocated for disaster recovery operations

C. COMMUNICATION AND PUBLIC RELATIONS

1. Keep the county commission chairperson and/or the county commissioner assigned to oversee the emergency management department fully informed on emergency management activities
2. Work closely on a cooperative basis with departments of local government and community organizations
3. Work closely with department of local government and community organizations in developing emergency management plans and capabilities
4. Work with local officials in the development of hazard mitigation program to eliminate or reduce potential hazards
5. Develop a public education program for emergency preparedness
6. Willingly coordinate with other emergency coordinators and officials during planning, coordinating, or actual disasters
7. Coordinate with industry to develop industrial emergency plans and capabilities in support of local government plans
8. Assist the state office whenever requested to maintain cooperation between the state office and the local government
9. Greet the public in a friendly manner in person and on the phone
10. Maintain professionalism by exercising tact, diplomacy and courtesy at all times
11. Answer the public's questions or route to appropriate personnel
12. Represent the County when speaking to groups and organizations
13. Represent the County to local, state, and federal agencies
14. Accurately disseminate information to various media

D. ADMINISTRATIVE DUTIES

1. Maintain an inventory of resources available to local government for use during an emergency and/or disaster
2. Maintain an inventory of all county, city, and private sector material resources that would be available in an emergency
3. Prepare, submit, and justify annual budget to County Commissioners
4. Prepare and submit justification for funds used in the procurement of facilities, materials, services, and equipment
5. Prepare and maintain, as required, reports and records on the emergency management activities of local government, including those required in accordance with the State and Local Agreement (SLA)
6. Ensure compliance with the requirements, programs, and responsibilities identified in the Emergency Management Performance Grant (EMPG) and State and Local Agreement (SLA)
7. Support and serve on committees as requested by the Commission (ie, Safety Committee and Public Safety Building Advisory Committee)
8. Serve as a contact person for county risk management and safety concerns

E. KNOWLEDGE, SKILLS, AND ABILITIES

1. Knowledge of planning and exercising
2. Knowledge of governmental structure and resources, background and objectives of the federal, state, and local emergency management program, the use of facilities and systems required in controlled operations
3. Knowledge of pertinent federal, state, and county laws, codes and regulations
4. Knowledge of principles and practices of county budget preparation and administration
5. Skill in good communication, organization, and supervision
6. Skill in public speaking
7. Skill in assembling and preparing data for report presentations
8. Skill in negotiating and resolving disputes between parties
9. Skill in operating necessary computer programs software and equipment
10. Skill in maintaining accurate records
11. Ability to work effectively and cooperatively with federal, state, and local government officials
12. Ability to demonstrate good judgment and decision making while planning and directing the use of resources and manpower
13. Ability to frequently exercise flexibility
14. Ability to work within time constraints and experience attentiveness in duration and intensity
15. Ability to engage in social interactions which constantly require oral and written communications
16. Ability to use and operate a computer
17. Ability to prepare clear and concise reports
18. Ability to communicate clearly and concisely, both orally and in writing

- 19. Ability to work independently in the absence of supervision
- 20. Ability to establish and maintain effective working relationships with those contacted in the course of work
- 21. Ability to meet the County's driving standards
- 22. Ability to travel and be prepared for extended on-scene presence at disaster or emergency scenes

F. PHYSICAL REQUIREMENTS / WORK ENVIRONMENT

- 1. Maintain effective audio-visual discrimination and perception, which is needed for:
 - a. Making observations
 - b. Reading and writing
 - c. Operating assigned equipment
 - d. Communicating with others
- 2. Maintain physical condition appropriate to the performance of assigned duties and responsibilities, which may include the following:
 - a. Walking, standing or sitting for extended periods of time
 - b. Reaching above shoulder, pushing and pulling objects and occasionally bending in the performance of job
 - c. Infrequently lifting and/or moving up to 50 pounds
 - d. Driving
 - e. Exposure to dust, dirt, grease, toxic materials, contagious/infectious diseases, air contaminants, and temperature extremes
 - f. Working indoors and outdoors
 - g. Working extended hours and days (infrequently)

Employee

Date

Commissioner

Date