

**POSITION DESCRIPTION
COUNTY OF GREENE, INDIANA**

POSITION: Director
DEPARTMENT: Emergency Management
WORK SCHEDULE: 8:00a.m. – 4:00p.m., M-F
JOB CATEGORY: SO (Special Occupation)

DATE WRITTEN: February 2009
DATE REVISED: August 2010

STATUS: Full-time
FLSA STATUS: Exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Greene County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Director for Greene County Emergency Management, responsible for directing and coordinating programs to provide specialized human services in response to disaster affecting citizens and property.

DUTIES:

Coordinates public and private community resources to respond in a coordinated fashion to all natural and manmade emergencies and disasters. Maintains records of disasters.

Develops, implements, and updates the Comprehensive Emergency Management Plan, defining emergency response procedures, equipment use and allocation, emergency operations and communications centers, shelters and healthcare facilities, notification procedures for emergency personnel and the public, and emergency relocation data.

Coordinates activities during declared emergencies, maintaining communication with news media, volunteers, emergency personnel, and local, state and federal authorities, and activating outdoor warning sirens as appropriate.

Plans, directs, administers, and supervises activities of department, including prioritizing and delegating work assignments, establishing specific work goals, administering department policies, providing training, evaluating work performance, ensuring proper completion of tasks and conformance with policy, maintaining discipline, and recommending corrective action as warranted.

Develops and actively engages in public education and public relations activities, including writing grant applications for funds available to assist with programs, making emergency awareness speaking presentations, and distributing materials to various community groups.

Works with local government agencies, local industries and community organizations in reviewing and updating emergency plans, including the developing and coordinating of public education programs, local hazardous materials programs, and industrial emergency plans.

Notifies schools, public transportation and emergency related agencies of all road and/or bridge repairs and closings.

Prepares grant applications for state and federal funding. Provides assistance with grants to all public safety response representatives including, Homeland Security Federal Grants, Citizen Corps. Federal Grants, CERT Federal Grants and IPSC (Indiana Public Safety Commission) Federal Grants, including, ordering budgeted items, completes requisitions for the purchasing the grants, maintains ledger sheets, provides reporting information and maintains paper copy files.

Prepares and submits emergency management and local emergency planning committee budgets to county council, attends budget hearings and administers budget upon approval.

Serves as liaison between community, state, federal, and volunteer disaster programs and agencies. Facilitates public and private claims for federal disaster relief and provides assistance to disaster victims.

Maintains County's emergency alert system, including testing sirens and making or arranging for necessary repairs. Informs County Commissioners of siren needs.

Evaluates and updates Standard Operating Procedures (SOP's) for Emergency Management department and Emergency Operations Center.

Directs and conducts damage assessment after a disaster of both public and private property, including conducting county-wide damage assessment tours with FEMA officials and photographing damage. Submits damage assessment reports to the State Department of Homeland Security via computerized state and federal forms.

Collects and provides necessary information to state and federal agencies to receive physical and financial aid.

Makes decision on when and to what extent to open Emergency Operations Center (EOC) for disaster management during a disaster. Coordinates with FEMA and local officials to open disaster assistance centers for public assistance.

Assists Office Manager in composing financial reports, auditing reports, and resolving financial issues with Homeland Security.

Works with National Weather Service and Communication Centers to maintain the County's National Storm Ready Distinction.

Conducts and participates in various committee meetings, including, but not limited to, Anti-Terrorism Preparedness and Response Advisory, Local Emergency Planning Committee, and Emergency Support Function Committee.

Attends conferences, meetings and training sessions as required.

Serves on 24-hour call and responds to emergencies from off-duty status.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Baccalaureate Degree in related field and/or equivalent combination of training and work experience preferred.

Must be at least 21 years of age.

Ability to meet all hiring requirements, including passage of a written exam and successful completion of required training programs provided by Federal Government.

Working knowledge of the principles involved in developing budgetary requests, and ability to administer department budget.

Knowledge of and ability to follow local, state, and federal civil defense laws, regulations, and procedures during varied situations and circumstances.

Knowledge of standard English grammar, spelling and punctuation, and ability to maintain accurate records and prepare factual reports, business correspondence, and procedure manuals.

Ability to plan, direct, administer, and supervise activities of department, including prioritizing and delegating work assignments, establishing specific work goals, administering department policies, providing training, evaluating work performance, ensuring proper completion of tasks and conformance with policy, maintaining discipline, and recommending corrective action as warranted. Ability to interview and make hiring decisions.

Ability to properly operate standard office equipment, including computer, keyboard, calculator, copier, fax machine, digital camera, radios, and telephone.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to effectively communicate orally and in writing with co-workers, other County departments, volunteers, local, state, and federal emergency service personnel, vendors, dispatch, United Way, committee members, Red Cross, first response, and members of the general public in a courteous and tactful manner, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations, and detailed prints, sketches, layouts, specifications, and maps.

Ability to apply knowledge of people/locations and plan/layout assigned work projects.

Ability to plan and present public speaking presentations, fund raisers, and special events.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to occasionally work extended hours, evenings, and weekends, and occasionally travel out of town for meetings, conferences and training, sometimes overnight.

Ability to serve on 24-hour call and respond to emergencies from off-duty status.

Possession of a valid Indiana driver's license and a demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent performs duties, according to specific and well-defined federal and state legal requirements, as well as County goals and objectives. Supervision and coordination of personnel and services requires analysis of many variables. Incumbent exercises independent judgment when dealing with unusual or extraordinary situations and geographic conditions unique to the area.

III. RESPONSIBILITY:

Incumbent applies rules, regulations and guidelines to a wide variety of cases and situations having a significant bearing on the community. Incumbent works within general parameters and guidelines, with work reviewed for attainment of objectives and compatibility with Commissioners goals and objectives for public safety and economic feasibility.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with a wide variety of individuals, including co-workers, other County departments, volunteers, local, state, and federal emergency service personnel, vendors, dispatch, United Way, committee members, Red Cross, first response, and members of the public, for purposes of exchanging and explaining information, exchanging ideas, providing instruction, and coordinating emergency management activities.

Incumbent reports directly to County Commissioner.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment and occasionally an incident command center, involving sitting/walking at will, sitting for long periods, walking on uneven terrain, lifting/carrying objects weighing under 25 pounds, pushing/pulling objects, handling/fingering objects, bending, reaching, crouching/kneeling, close/far vision, color/depth perception, speaking clearly, and hearing sounds/communication.

Incumbent occasionally works extended hours, evenings, and weekends, and occasionally travels out of town for meetings, conferences and training, sometimes overnight. Incumbent is regularly required to respond to emergencies on a 24-hour basis.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Director for Emergency Management describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes _____ No _____

Applicant/Employee Signature

Date

Type or Print Name