

EMERGENCY MANAGEMENT DIRECTOR

The following class specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

DEPARTMENT: Emergency Management

REPORTS TO: Assistant County Manager

CLASS SUMMARY

Directs and oversees the operations, activities, and programs of the County Emergency Management Department.

DISTINGUISHING CHARACTERISTICS

The Emergency Management Director is a stand-alone classification, which is distinguished from other department directors by its responsibility for directing, coordinating, and preparing emergency management programs and managing the recovery from emergency events.

TYPICAL CLASS ESSENTIAL DUTIES

- Supervises two or more full-time staff to include prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; and making hiring, termination, and disciplinary recommendations.
- Directs the preparation for and response to emergency disasters and events to include determining whether local, state, volunteer, or federal response is necessary during the emergency.
- Monitors the weather in the community and surrounding areas and related events to assist in the preparation of emergency response efforts.
- Oversees the maintenance of emergency response equipment to include scheduling periodic equipment testing and overseeing the pre-deployment of emergency supplies, vehicles, equipment, and personnel.
- Develops and maintains emergency plans, procedures, policies, and contacts to include making an estimation of the County's risk and vulnerability.
- Serves as a consultant to County and public safety agencies, local businesses, and community groups to monitor current laws and regulations that promote the awareness of emergency planning policies and procedures.
- Reviews maps of subdivisions, land use plans, and construction projects to ensure access by emergency response equipment and prompt evacuation from during emergencies.
- Interprets nuclear power plant response status and emergency conditions in addition to regulatory changes that affect off-site emergency response and population protection planning efforts and programs.
- Promotes the objectives of the department and seeks to enhance emergency service efforts by conducting training seminars and researching grant and funding sources.
- Addresses inquiries posed by the media and the public regarding emergency operations.
- Establishes an emergency operations center during emergencies and disasters to monitor and prevent escalation of events.
- Performs other duties of a similar nature or level.
- Performs work during emergency/disaster situations.

POSITION SPECIFIC DUTIES

Does not apply.

EMERGENCY MANAGEMENT DIRECTOR**KNOWLEDGE AND SKILLS**

Knowledge of:

- Police, fire, and EMS system delivery models;
- Techniques in emergency planning for local governments;
- Spectrum management;
- Federal, state, and local disaster laws and regulations;
- Grant applications and management;
- Chemistry of hazardous materials;
- Hazardous material containment;
- Radioactive materials;
- Basic meteorology;
- Community planning, zoning, demographics, and land use;
- Warning systems;
- Supervisory principles.

Skill in:

- Using computers and applicable software;
- Using a variety of office equipment;
- Reading blue prints, topographic maps and related construction documents;
- Interpreting codes, rules and regulations;
- Analyzing various data;
- Serving as a leader during an emergency;
- Organizing and delegating tasks;
- Operating a vehicle;
- Monitoring radio systems;
- Supervising and evaluating the work of staff;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

TRAINING AND EXPERIENCE

Bachelor's Degree in Emergency Management, Public Safety Administration, or a related field and eight years of progressively responsible emergency management or related experience, including three years of management level experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING/CERTIFICATION

- North Carolina Emergency Management Certificate;
- Valid NC Driver's License

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

Typically requires walking, lifting, fingering, talking, hearing, and seeing.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

May be subjected to travel.

GENERAL INFORMATION

FLSA Status: Exempt

Class Spec Established/Revised: E11/99