

JOB DESCRIPTION: DEPUTY DIRECTOR - EMERGENCY MANAGEMENT

DATE: 11/28/16

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| EXEMPT (Y/N): | Yes | JOB CODE: | CSC |
| DEPARTMENT: | Emergency Management | CLASSIFICATION: | 246 |
| SUPERVISOR: | Emergency Management Director | SALARY RANGE: | E04 |
| UNION (Y/N): | No | LOCAL: | NA |

GENERAL STATEMENT OF DUTIES: This position works in coordination with and is funded by the Columbia County Homeland Security Emergency Management Commission (HSEM). Under direction, assists the Director of Emergency Management in planning, organizing, coordinating and maintaining the programs of the Columbia County Office of Emergency Management (OEM) and the Columbia County Ambulance Service Area Program. This position assumes full command of the Department in the absence of the Director. Do related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Assist the Director in planning, organizing, coordinating, directing and providing oversight and leadership to the County’s Emergency Management Program.

Recruit, train and supervise staff, temporary workers and volunteers, including assigning and reviewing work, evaluating performance and training. Provide recommendations on hiring and on disciplinary action when appropriate. Handle employee complaints.

Work with individual members of the HSEM to assist in developing, revising and maintaining comprehensive Emergency Management Programs to address natural and terrorism related disasters, which include mitigation, preparedness, response, prevention and recovery functions.

Design, plan, coordinate and execute or assist in the execution of tabletop, functional and full-scale exercises to test disaster and emergency response.

Conduct research studies and prepare reports on Homeland Security related issues. Gather and analyze information on time, personnel, equipment, training and planning necessary to provide for disaster preparedness. Develop and prepare programs for the effective use of equipment and application of disaster preparedness training.

Assist in developing and maintaining an operational Emergency Operations Center (EOC) for the County. Develop and conduct training for emergency responders and Emergency Operations Center staff. Coordinate and maintain training records in compliance of state and federal