

**JOB DESCRIPTION: EMERGENCY MANAGEMENT SUPERVISOR**

DATE: 06/27/12

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EXEMPT (Y/N):	Yes	JOB CODE:	CSC
DEPARTMENT:	Emergency Management	CLASSIFICATION:	OOO
SUPERVISOR:	Board of Commissioners	SALARY RANGE:	E04
UNION (Y/N):	No	LOCAL:	NA

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**GENERAL STATEMENT OF DUTIES:** Oversee the daily operations of the Department, working closely with the Board of Commissioners on planning and direction of the Department and working closely with the administrative department heads (Counsel, Facilities, Finance, Human Resources and Information Technology) regarding corresponding functions. Supervise Emergency Management staff and volunteers.

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

Supervise staff, including assigning and reviewing work, evaluating performance, training and recommending necessary disciplinary action. Handle employee complaints and effectively recommend on hiring and dismissal decisions.

Maintain a comprehensive County Emergency Management program which includes mitigation, preparedness, response and recovery functions.

Maintain a multi-hazard response plan to meet emergencies arising from natural disasters or other causes. Provide public awareness of incidents as appropriate.

Coordinate emergency plans, programs and operations of federal, state, County and city agencies, and other public or private emergency management services agencies.

Develop and conduct training for emergency responders (including Incident Command System training) and Emergency Operations Center staff. Conduct simulated exercises for practice in response to multi-hazard incidents and conditions.

Promote emergency preparedness public education programs through press releases, public appearances, school activities, etc.

Maintain an operational Emergency Operations Center (EOC) for the County, in cooperation with local public and private agencies. Observe response provided by Emergency Operations Center staff and volunteers to evaluate response based on established guidelines and plan requirements. Analyze post-activity reports and implement findings into Emergency Response Plan.

Coordinate the implementation of intergovernmental mutual aid agreements to facilitate and coordinate emergency response and control.

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Act as County representative with federal, state, local agencies; community and professional groups, Commissions and Boards regarding all aspects of the County Emergency Management program. Coordinate and staff the Homeland Security Emergency Management Commission (HSEM).

Administer the Ambulance Service Area program and represent the County with regard to the Ambulance Service Area Advisory Committee. Advise Board of Commissioners regarding ambulance franchises.

Coordinate volunteers and members of other agencies involved in activities related to public information, public awareness, incident management and response.

Prepare a variety of reports on emergency response plan and procedures. Prepare claims as necessary following an emergency for reimbursement from other agencies/governments. Maintain records and files.

Working with the Finance Department, formulate and present the emergency operations budget. Monitor and manage fiscal operations to remain within budgetary constraints. Research and pursue available funding options at the federal, state and local level.

Ensure the performance requirements of emergency management funding programs are met, as appropriate.

Follow all safety rules and procedures established for work areas. Ensure departmental compliance with all policies and procedures.

**SUPERVISORY RESPONSIBILITIES:** Directly supervise 1-2 employees. During exercises and/or an emergency, this position will also supervise other staff and/or volunteers in the operations of the Emergency Operations Center. Working closely with the Board and Human Resources, carry out supervisory responsibilities in accordance with County policies, procedures, labor union agreements and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; evaluation performance; rewarding and disciplining employees, addressing complaint/grievances and resolving problems.

**SUPERVISION RECEIVED:** Work is performed with independence under the general direction of the Board of County Commissioners and is reviewed jointly by the Board and Supervisor through conferences, reports and the effectiveness of programs in accomplishing Department goals and objectives.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** Bachelor's degree in a related field. Four years' work

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experience in a related area, with experience in emergency management and as a trainer. Any satisfactory combination of experience and training which provides the required knowledge, skills and abilities may be acceptable.

**SPECIAL LICENSES, CERTIFICATIONS:** Possession of a valid driver's license and an acceptable driving record.

**KNOWLEDGE, SKILL AND ABILITY:** Broad knowledge of emergency management principles and practices. Considerable knowledge of local, state and federal rules and regulations concerning emergency management. Knowledge of methods and techniques of adult learning and training design. Knowledge and ability to prepare training and other materials and make effective presentations.

Broad knowledge of various software applications programs, including word processing, spreadsheets and electronic mail.

Ability to effectively supervise staff. Ability to express ideas effectively, verbally and in writing. Ability to facilitate operations in the EOC and provide leadership to Incident Command regarding response and recovery missions. Ability to meet deadlines and work independently in cooperation with agency, community and industry representatives. Ability to develop and maintain harmonious and effective working relationships with employees, other agencies, County officials and the general public.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimal, involving the movement of boxes, files, equipment, etc., seldom exceeding 20 pounds.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Usually work in a general office environment. Position is subject to call back due to an emergency situations 24 hours a day, seven days a week. Working hours may be extended and highly stressful during an emergency situation. Field work may be required which will expose position to all weather conditions and a wide variety of terrains.