

MECOSTA COUNTY

EMERGENCY MANAGEMENT DIRECTOR

General Summary

Under the direction of the Undersheriff, plans and directs hazard mitigation, emergency preparedness, emergency response, and disaster recovery operations and coordinates local homeland security activities to protect the lives and property of the transient and permanent population of the county. Communicates plans for emergencies to key elected and other officials and ensures that they are notified of emergency situations.

Essential Functions

1. Ensures that the county and city of are in compliance with federal and state emergency management rules and regulations.
2. Develops and maintains a city and county emergency operations plan in cooperation with public safety, public works, and human services agencies and elected and appointed officials.
3. In coordination with the Undersheriff, is responsible for the development and maintenance of the Emergency Operations Center, from which emergency operations are directed and controlled. Establishes, maintains, tests and evaluates the operational system for response. Develops new standard operating procedures and policies as needed to accommodate the Center.
4. When necessary, activates the emergency operations plan and responds to emergencies and disasters as chief of staff to the Chairman of the Board of County Commissioners.
5. Works with public and private organizations to develop plans, procedures, and policies in support of the emergency operations plan.
6. Responsible for the coordination of all drills and exercises carried out in preparation for emergencies. Develops and/or implements exercises and drills to ensure that involved agencies and departments know their responsibilities and functions in an emergency and to help identify any potential flaws in the emergency operations plan. May involve outside evaluators.
7. Oversees the utilization of Homeland Security grants for training, equipment, and enhanced response capabilities.
8. Manages public safety radio communication systems.
9. Provides training for agencies with responsibilities in the emergency operations plan and provides emergency preparedness education to local groups and members of the public.
10. Maintains and manages warning and emergency notification systems used to instruct the public.
11. Establishes and maintains relations between utility companies, the state, and surrounding jurisdictions through attendance at meetings, conferences, and seminars.
12. Prepares and submits all forms pertaining to federal and state funding and all forms required to obtain disaster relief monies.

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13. Makes presentations to schools, service groups, civic groups, governmental departments and care facilities to raise the awareness of emergency management and advise on the best tornado shelter and other emergency procedures.
14. Works with industrial and retail organizations to review emergency policies and procedures, shelter designation, evacuation procedures and other areas of emergency management. Conducts tornado safety shelter survey inspections for all public schools and governmental buildings.
15. Identifies special populations in the county, such as the homebound, and provides training to enhance planning and preparedness for an emergency evacuation or other emergency. Ensures adequate transportation in an emergency evacuation and other emergencies.
16. Assists in the development of mutual aid agreements with surrounding jurisdictions and may provide technical assistance in the event of an incident.

Other Functions

1. None listed.

An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employees may be expected to perform.)

Employment Qualifications

Education: College level coursework in management, public safety, or related field with specific coursework/seminars in emergency preparation and management.

Experience: Three years of experience in an emergency response capacity, preferable including experience in coordinating the planning efforts of multiple political jurisdictions.

Other Requirements: Certification as a Professional Emergency Manager.

Physical Requirements: *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Walking over uneven terrain to visit disaster sites.

Ability to enter and access information from a computer terminal.

Ability to travel throughout the area.

Ability to file and retrieve documents from departmental files.

Working Conditions:

Works in office conditions but is required to travel to all county locations in all types of weather conditions.