

COLUMBIA COUNTY
Job Description

Job Title: Director of Emergency Management
Department: Emergency Management Agency
Reports To: County Commissioners
FSLA Status: Exempt
Preparation Date: August 2018

SUMMARY: This position is responsible for planning, coordinating, and assigning all available resources into an integrated program of prevention, preparedness, response and recovery from any kind of natural or technological emergency.

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

1. Develops a written disaster plan for the county.
2. Supervises and monitors the establishment and equipping of the County Emergency Operations Center and Agency.
3. Provides training for local emergency management coordinators and emergency operations center (EOC) staff.
4. Coordinates the response to a local emergency or disaster from the County EOC.
5. Supervises the development of a team of local emergency management coordinators and Emergency Operations Center Staff to coordinate county response to local emergencies.
6. Develops resource inventories to best organize, prepare and coordinate manpower and resources for response to and recovery from all hazards.
7. Implements policies of the Pennsylvania Emergency Management Agency (PEMA) and the Federal Emergency Management Agency (FEMA) coordinating mandated programs at county and municipal levels.
8. Meet with task forces, boards and committees as required.
9. Attend training and maintain required certifications
10. Reviews municipal emergency operations plans, assisting with updating and revising plans to conform to state and federal requirements and guidelines.
11. Informs local government officials of their emergency management responsibilities.
12. Ensures compliance with emergency reporting and record keeping requirements, preparing and updating disaster emergency operations plans, preparing statistical information on programs and activities and applying for matching funds and grants where available.
13. Communicates information regarding local emergencies promptly and accurately to County Commissioners, PEMA area office and Headquarters, local officials and the general public.
14. Provides information and education by preparing and distributing information and by speaking to civic and public organizations.
15. Maintain 24 hour on call status shared with the Operations & Training Officer. as well as being available for 12 hour shifts during emergency activations of EOC.

SUPERVISORY RESPONSIBILITIES

Supervises and coordinates the work assignments of full/part-time EMA staff and volunteers.

EDUCATION and/or EXPERIENCE:

A Bachelor's Degree in an EMA related field along with three to five years of field experience including some supervisory experience. Any equivalent education and / or field experience will be considered.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret technical procedures or governmental regulations.

Ability to write reports, business correspondence, and procedure manuals.

Ability to effectively present information and respond to questions from the general public.

MATHEMATICAL SKILLS:

Basic Math skills.

COMPUTER/INFORMATION TECHNOLOGY SKILLS:

A working knowledge of computer equipment as it may pertain the duties associated with planning, training and operations. Must also demonstrate the ability to work with Microsoft word and excel programs.

REASONING SKILLS:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS:

Obtain basic certification, per PEMA guidelines, within one (1) year of appointment.

Advance certification, per PEMA guidelines, must be obtained within two (2) years.

PHYSICAL DEMANDS:

Lifting is required periodically, occasionally lifting 50 lbs. and over. Standing during drills and training may be required.

WORK ENVIRONMENT:

Work is performed in an office setting as well as various field locations, indoors and outside. Duties could involve dealing with angry, frightened and stressed individuals.

The County of Columbia is an equal opportunity employer. In accordance with the Americans with Disabilities Act, as amended, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages employees to discuss potential accommodations with the Employer.