



POSITION: Emergency Management Director

DEPARTMENT: Emergency Management

CLASSIFICATION: Salaried department head position included in County Personnel Policy and applicable under Classification Pay Plan. FLSA exempt.

NATURE OF WORK: Position involves administrative and supervisory activities to coordinate all available resources to meet requirements for local emergency preparedness. Duties include development and implementation of plans, services and programs and the supervision of support staff and volunteers. Work is performed independently under the general supervision of the County Administrator and the Board of County Commissioners and the technical supervision of the Department of Homeland Security and Emergency Management.

AUTHORITY: Hired by the recommendation of the County Administrator with the approval of the Board of County Commissioners. Appointed by the Board of Commissioners. Position is subject to a six month probationary period, pre-employment criminal background check and driving record check.

LEGISLATIVE REQUIREMENTS: Certification and continuing education mandated by M.S. Chapter 12 and Department of Homeland Security and Emergency Management. M.S. Chapters 299J and 299K and SARA Title III require position to assume county-wide responsibility for community right-to-know mandates. Mandated to successfully complete NIMS/ICS courses 100, 200, 700, and 800 within one year.

RELATIONSHIPS: Reports as required to Board of County Commissioners, County Administrator, state and regional Department of Homeland Security and Emergency Management.

BASIC QUALIFICATIONS:

United States citizen.

High School diploma/GED.

Associate's degree in related field required; Bachelor's degree preferred; with three years of related work experience in Emergency Management, Fire, Fire/Rescue, EMS, Law Enforcement planning, business, public administration, or community organizational activities with supervisory duties; or a combination of education and experience deemed acceptable by Pipestone County.

Demonstrated skills in organization and communication.

Data processing and computer application skills required.

Within three years of hire, must be able to obtain MN Department of Emergency Management Certification.

Ability to meet thirty minute response time to operation center in case of emergency.

Must have own transportation and maintain valid driver's license.

Must be available to work off-hours in emergency situations.

Personal: Dependable and self-motivated. Able to interpret complex laws and regulations, to recruit, train and supervise subordinates/volunteers, to work effectively with the public and all levels of government, and to respect and maintain confidentiality. Able to work effectively under intense physical and mental stress during an emergency situation.

SPECIFIC DUTIES/RESPONSIBILITIES: Includes, but not limited to the following:

Essential Duties:

- Provides 24 hour responses to emergencies in cooperation with local response agencies.
- Evaluates county's emergency preparedness capabilities and deficiencies. Formulates and recommends emergency operation plans and updates to meet state and federal guidelines for the county and all municipal subdivisions, including schools, medical facilities, nursing homes, and other public facilities.
- Designs, conducts, and reports Emergency preparedness exercises to test plans and train responders.
- Implements and coordinates emergency services in the event of a disaster, such as shelter, goods, medical services and other life-saving services.
- Oversees, supervises and directs support staff; reviews and evaluates work.
- Recruits, trains and supervises volunteers to assist during emergencies.
- Develops educational programs to encourage public awareness and support for emergency management programs, such as news media programs and presentations to groups.
- Develops and maintains county-wide warning system for emergencies.
- Updates and distributes information on Sara Title III Public Right-to-Know laws concerning hazardous materials, including facility inspections and emergency plans.
- Manages state and federal Emergency Management program grants.
- Prepares all reports required by government agencies to maintain programs and obtain funding, including federal disaster financial assistance.
- Prepares departmental budget.
- Maintains and operated emergency response trailers, equipment and vehicles.
- Serves as an active member of E911 and County-wide Communications Committee.
- Maintains all required licensure and certifications in a current status.
- Must obtain a minimum of forty (40) hours of continuing education every three years in the field of Emergency Management.
- Observes health and safety precautions in the performance of all tasks.

Other Duties:

- Performs other related work as required.

Access to Not Public Data

The incumbent may encounter not public data in the course of these duties. Any access to not public data should be strictly limited to accessing the data that are necessary to fulfill the employment responsibility. While data are being accessed, incumbent should take reasonable measures to ensure the not public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished, incumbent must properly store the not public data according to the provisions Ch. 13 Minnesota Government Data Practices Act.

PHYSICAL REQUIREMENTS: In a typical day this person sits four hours, stands two hours, and walks two hours. Notable physical demands include: (1)frequent bending/stooping, reaching, twisting (trunk) and occasional squatting, crouching, kneeling, pushing/pulling; (2)frequent lifting/carrying of up to ten pounds, occasional lifting/carrying of up to twenty-five pounds; (3)hand movement involving simple and firm grasping and fine manipulation; (4)occasional work from ankle to shoulder level, frequently at waist height; (5)requires ability to operate an automobile; (6)potential exposure to physical, infectious, and chemical elements; (7)frequent need for verbal and written communication ability; (8)frequent need to hear normal conversation, see with far acuity and full field of vision; (9)continuous need to see with near acuity.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. This is not an exhaustive list of all duties performed by personnel so classified.

The job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer as the needs of the employer and the requirements of the job change.