

SAGADAHOC COUNTY POSITION DESCRIPTION

Department: Emergency Management Agency

Job Title: Emergency Management Director **Pay Grade:** 7

Job Relationship:

- A. Responsible to: Sagadahoc County Administrator.
- B. Supervises: EMA department personnel and volunteer staff.
- C. Manner of Review and Approval: Work is directed through established policies and procedures and specific program guidelines. Work is reviewed by the Administrator through reports, meetings and observation of activities.

Employee Definition: Full-time, Salaried **Hours:** 40 **FLSA:** Exempt

Job Summary:

Plans, organizes and directs the EMA programs of the County. Acts as the chief County representative on all EMA matters and coordinates activities of the County EMA with other Federal, State, County and local agencies having EMA responsibilities. The County EMA is funded in part by the Federal Government.

Representative Duties and Responsibilities:

- Directs the planning, organizing and implementation of EMA activities, conferring as necessary with State EMA and with neighboring County and Local EMAs to assure that its activities are an integral and coordinated part of the overall County, State and national programs.
- Keeps the County Commissioners and Administrator fully and regularly (monthly preferred) informed on all EMA matters and acts as their personal representative with other governmental and private organizations concerned with EMA.
- Advises the Administrator on the needs of EMA; is responsible for preparing the County EMA budget and requests for participation in the Federal financial assistance programs.
- Analyzes and evaluates established policies, procedures and programs.
- Directs a public information program to keep all citizens of the County informed as to the activities of the EMA, and of the part which every citizen should play in the EMA program.
- Activates and manages the County EOC and various response teams.
- Develops and maintains a County Emergency Operations Plan; a County Emergency Operations Center; a County Hazard Mitigation Plan; and a public emergency preparedness program (through regular contact with agency heads, media, business, school officials, civic and professional organizations, etc.).
- Establishes and maintains an emergency warning system throughout the County.
- Establishes and maintains EMA services not available to the public through other governmental entities.

- In conjunction with the Deputy Director, develops and coordinates effective Emergency Operations Planning for the entire County, in conformance with state law, and with the assistance of departments, agencies and municipalities involved in EMA activities. Coordinates a training program to prepare the EMA organizations within the County for emergency operations. Coordinates participation of the local EMAs within the County for national, state, county and local emergency exercises.
- Prepares applications for state and federal financial assistance/grants.
- During emergencies, coordinates County resources, reports County and local emergency response activities and conditions to State and requests assistance as needed for municipalities.
- Coordinates damage assessment activities throughout the County and promptly reports damage assessment results to State. Assists as required with FEMA/State/Local preliminary damage assessment and damage survey activities.
- Organizes and directs Federal/State disaster assistance programs as required.
- Provides coordination with Sagadahoc County Communications Center on a regular basis.
- Oversees the County Boards of Health and Local Health Officers.

This description is not an exhaustive list of duties and responsibilities associated with this position. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position and may change when circumstances change (i.e., emergencies, changes in personnel, workload, rush jobs, technological development, etc.).

Statute Reference: Title 37-B § 781 et seq.

Working Conditions and Job Hazards:

The position is based on a 40-hour workweek. However, availability may be required at any time for emergencies. Availability is also required for evening meetings and mandatory training sessions. General office conditions are good with no hazards. Work involves some time spent in the field attending various meetings, training courses, and in developing and participating in training exercises. Fieldwork in emergency situations may be hazardous. Field work may expose employee to wide variety of hazards from floods to hazardous materials and chemicals.

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 of the job. While performing the duties of this job, the employee is frequently required to sit, talk, hear, walk, use hands to finger, handle, or operate controls, reach with hands and arms. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required to do the job include close vision, color vision, distance vision, peripheral vision, depth perception and the ability to adjust focus. The noise level varies from quiet to loud.

Qualifications:

- A. Education and training: College degree or equivalent combination of education and life experience. Significant formal training in planning, administration and training desired.

- B. Experience: A minimum of two years in emergency response or management is required. Experience in the areas of disaster relief and recovery, public safety, emergency services, management, media relations and communications are also desirable.
- C. The director must be skilled in leadership, exercise good judgment in evaluating situations and making decisions and be able to communicate with people at all levels. Initiative, imagination and considerable knowledge of the methods of organization, planning, management and supervision are essential. Must have the ability to work with a high degree of independence. Must be familiar with the structure, functions, and interrelationships of federal, State, County and local governments, as well as their backgrounds and objectives. Must possess the ability to deal effectively with state, county and local government officials.
- D. Licenses or Certifications: A valid State of Maine class 3 driver's license and clear driving record are required. Career courses sponsored by the State and Federal Government are required as available. A Certified Emergency Manager Maine is required within two years unless time is extended by the Commissioners. The completion of all required NIMS training and the FEMA Professional Development Series are required within one year unless extended by the Administrator.
- E. Computer skills: Knowledge and experience with Microsoft Office (Word, Excel, Access and PowerPoint) required.
- F. The director must have the ability to prepare and manage a departmental budget, and must possess excellent verbal and written communications skills.

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 requirements of the job change.

Reviewed By County Commissioners: _____ **Date:** _____