



SAGADAHOC COUNTY JOB DESCRIPTION

Job Title: Emergency Management Deputy Director

Department: Emergency Management Agency

Wage Band: 7

Job Relationship: Responsible to Emergency Management Director

Manner of Review and Approval: Work is directed through established policies and procedures and specific program guidelines. Work is reviewed by the Director through reports, meetings, observation of activities, and a formal annual review.

Supervisory Responsibility: Generally none, but volunteer staff (if any)

Employee Type/Expected Work Hours: This is a full-time FLSA Non-exempt position, 40 hours per week, Monday – Friday, 8:00 a.m.– 4:30 p.m.

Job Summary:

The EMA Deputy Director assists the Director in working with Federal, State and Municipal officials and the citizens of the County with Emergency Management functions. As assigned by the Director, the Deputy performs program management, planning, research, resource management, financial management, communications, public information, and some administrative duties. The position involves attendance at appropriate meetings, exercises, and training sessions, some of which are outside of normal business hours. The EMA Deputy shall become trained in and familiar with all aspects of the Director's duties and act in the role of Director in the Director's absence.

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

Essential Functions:

- Serves as Secretary (ex-officio) to the Sagadahoc County Board of Health and Local EMA Director Meetings: attending meetings, taking minutes as needed, and providing staff support.

- Represents the County in conferences with Regional, State and Federal EMAs and their representatives.
- Assists the Director and Accounting Manager with the maintenance of fiscal records, including quarterly reports and grant administration.
- Coordinates a training program to prepare the EMA organizations within the County for emergency operations. Coordinates participation of the local EMAs within the County in National, State, County, and local emergency exercises.
- Assists local directors, municipal officials, and the public with emergency planning efforts, forms, applications, etc.
- Develops, promotes, and distributes or delivers emergency management information and education through a variety of media, including but not limited to publications, websites, social media, presentations and events, training programs, and media interviews.
- Updates the EMA resource database of available manpower, equipment, supplies, materials and other resources available for disaster response.
- Revises and updates resource contact information.
- Assists Director in administering Homeland Security grants and other applicable program grants.
- Develops, manages, and implements a robust and comprehensive public engagement program designed to keep all citizens, businesses and organizations in the County informed both of the activities of the EMA, and of the part which every citizen should play in the EMA program. Fosters a sense of mutual investment in the safety and preparedness of those who live, work, and play in the County.
- Coordinates the logistics of agency sponsored training programs and meetings.
- Serves as a conduit between the EMA and other service providing organizations such as the American Red Cross, VOAD, Amateur Radio groups, and other related organizations.
- During emergencies, assists with coordinating County resources from the County EOC, reports County and local emergency response activities and conditions to State and requests assistance as needed for municipalities.
- Works additional hours if needed to assist the Director during emergency situations and disaster declarations.
- Assists with the coordination of damage assessment activities throughout the County and assists with FEMA preliminary damage assessments.
- Performs various administrative duties including filing, mailings, procurement, computer data input, meeting minutes, and phone calls.
- Serves as the LEPC coordinator and also secretary for LEPC meetings.

Other Duties:

This description is not an exhaustive list of duties and responsibilities associated with this position. While this is intended to be a reflection of the current position, management reserves the right to revise these responsibilities or require other or different tasks be performed when circumstances change (i.e., emergencies, changes in personnel, work load, rush jobs, technological development, etc.).

Competencies:

1. Communication Proficiency both Written and Verbal
2. Excellent Networking and Community Relationship Building Skills
3. Organizational & Prioritization Skills

Work Environment:

This is primarily a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. 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. 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.

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.

While performing the job, the employee is:

- **Frequently required** to sit, talk and hear
- **Occasionally required** to stand, walk, use hands to finger, handle or operate objects, controls, reach with hands and arms
- **Occasionally lift and/or move** 20 pounds
- **Specific vision abilities required** by this job include close vision, distance vision, color vision and ability to focus
- **Noise level** is usually moderate.

Education and Experience Qualifications:

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

- B. Emergency Management training, plus knowledge of an EM program and its responsibilities, are highly desirable, as is prior public safety experience.
- C. A valid State of Maine class 3 driver's license and clear driving record are required.
- D. Must have completed the following NIMS/ICS Courses: IS-100, IS -200, IS-700, IS-800, (ICS-300 and ICS-400 is preferable but not required).
- E. Must complete within one year of employment: HSEEP, IS-120, IS-247a IS-251,G-191, G-556 and G-775 (unless extended by Director/Administrator)
- F. Computer skills: Knowledge and experience with Microsoft Office (Word, Excel, Access and PowerPoint) required.
- G. Ability to pass an in-depth criminal background investigation.

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