



Grand County

Job Description

Title:	Emergency Management Director	Job Code:	2605
Division:	Emergency Management	Effective Date:	1/2024
Department:	Sheriff	Last Revised:	11/2023

GENERAL PURPOSE

Performs a variety of **complex professional and technical** duties related to emergency planning efforts and coordinates with other county departments, governmental agencies, private and volunteer groups. Coordinates, facilitates, and allocates appropriate resources in response to emergencies or disasters requiring Emergency Management assistance.

SUPERVISION RECEIVED

Works under the direct supervision of the County Sheriff or designee.-

SUPERVISION EXERCISED

May supervise volunteers, Community Emergency Response Team (CERT) and County staff on a project-by-project basis.

ESSENTIAL FUNCTIONS

Emergency Management: Organize, coordinate, and maintain the County Emergency Management Program to cope with on-going operations, emergency situations, and natural disasters including restoration procedures. Develops and coordinates county-wide emergency preparedness programs and emergency action plans with county departments, other governmental and private agencies, such as FEMA, State of Utah Division of Emergency Management, Grand County Emergency Services, Grand County School District, Local Emergency Planning Committee, and utility companies. Also coordinates with the oil and gas Company, natural resource facilities, pipeline, railroad, and US Department of Energy.

Develops and maintains the County Emergency Operation Plans. Advises and assists County departments and local government agencies on strategies for developing emergency plans and procedures to ensure conformance and compatibility with the County Emergency Operation Plan and other applicable plans and procedures. Updates annually the Emergency Operation/Hazardous Material plan. Ensures successful development and implementation of emergency management plans by working effectively with county elected officials, department heads, and staff and aligning with roles and responsibilities of departments and strategic objectives. Coordinates periodic drills, including mock disasters, system failures, toxic chemical releases and evaluations, communication interruptions, activation of the County's emergency operations center, and the use of the emergency alert system.

Identifies training needs for community wide Emergency Services and coordinates training with Homeland Security Task Force, State of Utah Division of Emergency Management, and other agencies as it pertains to the Grand County Emergency Plan; coordinates training with department heads and the Personnel Services Director/ Risk Manager Director. Works with FEMA, American Red Cross, and community services organizations for post-disaster support and assistance. Coordinates area-wide evacuation plans with the sheriff, fire, police and other agencies. Responds to emergencies as an observer and communications director and central point of contact

Acts as principal aide and advisor to the county for direction and control of all County emergency operations during an emergency; monitor/review regional threats, evaluate warnings, alerts, and situation reports and provide critical accurate information to the Sheriff, County Commission and public.

Coordinate with local agencies to ensure the access and ability to send or plan to send IPAWS (Integrated Public Alert and Warning System) messages, including Wireless Emergency Alerts and Emergency Alert Systems messages. Identify and coordinate proper training for the IPAWS and emergency alert systems.

Communications:

Acts as the public information officer to the media and public during an emergency situation. Manages and creates content for the Emergency Management social networking sites and department website. Updates all social media and department website with pertinent emergency response information or educational resources. Radio technician duties as assigned.

Administration and Management: Provides monthly updates to County Commission, Provides quarterly and yearly goals for emergency management. Prepares reports and makes public presentations; submits and implements Federal Emergency Management Agency grant proposals. Maintains pre-disaster mitigation plans.

Negotiates and oversees inter local disaster assistance agreements with other governmental agencies. Catalogs availability of materials, technical support and emergency services. Prepare and manage the Emergency Services budget and contract.

Establishes Grand County Emergency Management Committee, sets meeting schedules and agendas, communicates with proper community stakeholders to attend and participate in meetings.

Program Evaluation and Staffing: Provides program guidelines on which to evaluate and improve local government readiness for disaster operations in coordination with program goals set by state and federal standards; relays information from higher level emergency management organizations to local government.

Researches and prepares reports and recommendations for the Homeland Security Task Force, County Administrator, and County Commission review. Coordinates the periodic exercise of emergency plans and evaluates and reviews their effectiveness.

Recruits and trains volunteer personnel; conducts or obtains training for government employees; coordinates community response training for government and private sector personnel; designs, executes, and evaluates emergency/disaster preparedness, response, and recovery exercises.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from college with a bachelor's degree in Emergency Management, Public Administration, or closely related field;

AND

B. Four (4) years of progressively responsible experience performing above or related duties; two (2) years of which have been in a supervisory or administrative capacity managing volunteers and staff,

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Working knowledge of Federal, state and local laws and regulations related to disaster responses and restoration; management principles and practices; current principles and practices in project management, project cost accounting, budgeting, and grants and contract management; principles of disaster planning and exercise design; principles of supervision; principles of public relations; principles of emergency management and readiness planning; basic principles of grant writing; National Incident Management System (NIMS); effective daily planning; knowledge of computer programs and office equipment.

Skill in the use of technical equipment and specialized software.

Ability to use current office word processing, email and spreadsheet software programs; develop and maintain working relationships with a variety of constituents and individuals from diverse backgrounds; research, gather, analyze and synthesize data; write reports and white papers; plan, organize and manage time; present statistical and narrative information to non-technical audiences; coordinate and facilitate program activities with other departments and agencies; communicate effectively in both oral and written form including making presentations; establish and maintain cooperative working relationships with individuals from diverse groups or backgrounds; supervise and train assigned staff and volunteers; apply rapidly changing priorities to work in progress; analyze statistical data and make appropriate recommendations; interpret and apply rules, regulations, policies and procedures; deal courteously, professionally and tactfully with internal and/or external regional partners, agencies and the public; work effectively as a member of a team; identify, prepare, submit and implement grant proposals; negotiate, problem-solve.

3. Special Qualifications:

Must possess a current Utah Driver's license.

Must pass a background check.

Successful completion of a pre-employment drug screening.

Assist in the management and coordination of disaster response in an Emergency Operations Center environment that may be staffed 24 hours a day for extended periods of time in the event of an exercise, emergency or disaster.

Must become FEMA Certified Emergency Manager and obtain training necessary to receive EMPG funding.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, and talking. Interpersonal communication essential to successful completion of job duties. Common eye, hand, finger dexterity required. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Significant travel in an automobile.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.