

Oceana County

JOB DESCRIPTION

Bargaining Unit: General, Non-Union

FLSA: Non-Exempt

Job Title: Emergency Manager

Salary Range: PALSS

Department: Emergency Management Department

Hours: 35 hours/week
1,820 hours/year

General Summary:

Perm, Full time

The Emergency Manager shall be responsible for the administration, planning, coordination and operation of all emergency management activities in the county. The Coordinator shall maintain liaison with local governmental jurisdictions, county, regional, state and federal authorities so as to insure the most effective emergency operations. The Emergency Management Coordinator is an at-will employee and reports directly to the County Administrator/Fiscal Officer.

Essential Duties and Responsibilities:

These examples may not include all of the duties which the employee is expected to perform. Other duties may be added at the discretion of the department head. To perform this job successfully, an individual must be able to perform essential functions satisfactorily. Duties and responsibilities may be added, deleted, or otherwise modified at any time.

- Maintain the Oceana County Emergency Operations Plan, which shall be consistent with the Federal Response Framework, the Michigan Emergency Management Act 390, the Michigan Emergency Management Plan, and the Regional Response Coordination Framework for Michigan's Six District Homeland Security plan. Coordinate with participating agencies to continually maintain the Plan.
- Administer and comply with requirements of emergency management grants and programs to include the Emergency Management Program Grant (EMPG), Homeland Security Grant Program (HSGP), and Hazardous Material Emergency Preparedness (HMEP) grant program.

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- Under the direction of the County Board of Commissioners' Chairperson, oversee the implementation of all functions necessary during an emergency or disaster in accordance with the Oceana County Emergency Operations Plan.
- Collaborates with a variety of committees to coordinate the utilization of Homeland Security grants for training, equipment, and enhanced response capabilities.
- Coordinate County emergency management activities with municipalities located within the County as well as those adjacent, regional and state jurisdictions.
- Develop and maintain working relationships with county emergency response organizations, county departments, and similar entities to facilitate coordination and cooperation in emergency situations.
- Serve as the appointed EMS representative on the Mason-Oceana 911 Board, serve as the county's EMS liaison as assigned.
- Work with schools, hospitals, medical care facilities and other organizations to maintain and exercise emergency procedures and response plans.
- Identify mitigation opportunities within the County and encourage departments and local jurisdictions to develop mitigation measures.
- Coordinate the recruitment and training of volunteer personnel and agencies to augment the personnel and facilities of the County for emergency purposes.
- Coordinate the activity and/or work with all other public and private agencies engaged in any emergency or disaster relief programs.
- Oversees activities of the emergency management program to ensure compliance with applicable eligibility requirements for state and federal aid.
- Conduct practice drills and exercises to insure the efficient operation of the County's emergency organization and familiarize residents of the County with emergency regulations, procedures and operations.
- Through public information programs, educate the population as to actions necessary and required for the protection of persons and property in the event of a disaster.
- Assist in the development of mutual aid agreements as needed.
- Coordinates special events or programs as needed.
- Chairs the Local Emergency Planning Committee (LEPC). Coordinate the preparation of farm and industrial plans designed to inform the public and emergency responders of chemical hazards located at individual sites in the County.
- Responsible for the development and maintenance of the County's Emergency Operations Center, from which emergency operations are coordinated with the on-scene Incident Commander.

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- Responsible to the Michigan State Police Emergency Management and Homeland Security Division to provide timely and accurate information in the event of a local emergency or disaster declaration. In conjunction with the state emergency management officials, requests regional, state and federal assistance that may be required to cope with an emergency situation.
- Performs administrative functions such as developing annual budget proposal for review by the County Administrator, administering the approved program budget, monitoring expenditures, administering grants including ensuring that related reports and financial documentations are in compliance with existing regulations. Prepare and file reports related to compliance matters.
- Regularly attends and participates in professional development courses and training programs to maintain the PEM certification.
- Attend meeting, conferences, and workshops related to emergency management, and develop working relationships with other emergency management stakeholders.
- Maintain knowledge of current developments in the area of emergency management.
- Conducts other duties and special projects as requested by County Administrator, Board of Commissioners as well as State and Federal agencies.

Knowledge, Skills, & Abilities:

- Proficiency in English grammar, spelling, punctuation, and simple mathematical functions such as addition, subtraction, multiplication, division, percentages, ratios, etc.
- Knowledge of generally accepted accounting and bookkeeping principles.
- Specialized knowledge of theory and practices related to emergency management and preparedness
- Knowledge and ability to use a personal computer to prepare reports, maintain records, search for and compile data.
- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers, and representatives of other agencies.
- Knowledge of basic supervisory and employee management principles.
- Knowledge of applicable employee rights, protections and avenues of appeal.

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- Knowledge of applicable policies and procedures governing the hiring, employment and separation of employees.
- Skill in assigning, prioritizing, monitoring, and reviewing work assignments.
- Skill in mentoring and training employees with varying educational backgrounds and aptitudes.
- Skill in anticipating potential personnel issues and taking appropriate action.
- Ability to understand managerial policies and prioritize the needs of the unit.
- Appropriately and effectively represent the County at a variety of community events and activities in support of positive public relations initiatives, and develop liaison relationships between the community and the County.
- Skill in researching and resolving problems in order to ensure compliance.
- Ability to interpret and explain complex policies, processes, regulations, and applicable laws in layman's terms.
- Ability to consistently demonstrate sound ethics and judgment.
- Ability to think analytically and apply sound judgment, solve problems, make effective decisions, and act with integrity.
- Ability to comprehend, process and apply both verbal and written skills appropriate to the job.
- Ability to facilitate meetings effectively and efficiently.
- Ability to plan, implement and evaluate strategic emergency management plans.
- Ability to accurately organize and maintain paper documents and electronic files.
- Ability to maintain the confidentiality of information and professional boundaries.
- Ability to use County resources effectively and efficiently.

Minimum Qualifications:

Education:

- Associates Degree of Applied Science, or equivalent, with specific coursework in emergency management, criminal justice, fire science, or related field.

Experience:

- Five years of experience in the emergency management field providing familiarity with emergency management program development, emergency preparedness,

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mitigation, response and recovery planning concepts and dealing with governmental entities.

Physical and Mental Abilities Required for Performing Essential Job Functions:

- Requires physical movements (climb stairs, bend, kneel, crouch) and the ability to traverse various types of terrain to inspect disaster areas during an extended period of time.
- Requires the ability to operate two-way radio and other communications equipment.
- Requires the ability to operate a variety of office equipment such as computer terminal, typewriter, telephone, fax machine, calculator/adding machine, computer printer and photocopier.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Tasks involve the ability to exert light to moderate physical effort in sedentary and physically active work, which may involve some lifting, carrying, pushing and pulling of objects weighing up to 50 pounds. Tasks may involve extended periods of time at an emergency scene or in an office environment with a variety of office equipment.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.
- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Requires the ability to provide guidance, assistance and/or interpretation to others, such as co-workers and the public, on how to apply policies, procedures and standards to specific situations.

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- Requires the ability to utilize a variety of advisory data and information such as plans and maps, including computer software operating manuals, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing with county officials, municipal officials, police, fire, and EMS officials at local, state, and federal levels, other county departments and the general public.
- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals; and may require the ability to utilize principles of fractions and/or interpret graphs.
- Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria.

Working Conditions:

- Works in an office environment with exposure to adverse environmental conditions in preparation for or during a disaster that may include debris, dirt, dust, pollen, odors, wetness, noise, toxic agents.
- Works outside in varying weather conditions.
- Exposure to the risk of various types of disaster conditions.
- Subject to work related calls after normal business hours.
- On-call status 24/7 for emergencies.

Other Requirements (if applicable):

- Hold current certificate as a Professional Emergency Manager (PEM) by the Michigan Department of State Police, Emergency Management / Homeland Security Division.
- Valid Michigan driver's license and a good driving record.

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