

# Shelby County

An Equal Opportunity Employer

## Position Description

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Office /Agency:	Board of Commissioners	Employee Name:	_____
Class Title:	Disaster Services	Position Title:	Emergency Management Director
Class Number:	05085	Position Number:	_____

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Dept./Div.	Emergency Management	Civil Service Status:	Unclassified
Unit:	N/A	Employment Status:	Full-time
Reports To:	EMA Executive Committee	FLSA Status:	Exempt
Pos.# of Supervisor:	N/A	Pay:	Resolution

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### Job Responsibilities:

Under the direction of the Executive Committee, plans and administers the county emergency management and the county safety program; by means of prevention, preparedness, mitigation, response, and recovery capabilities through regional and local coordination and public safety planning for the occurrence of natural and man-made (all-hazards) emergencies and disasters, fulfilling requirements of the Ohio Revised Code (ORC) 5502 and 3750.

### Qualifications:

 An example of acceptable qualifications:

Completion of Associate's degree or vocational/technical certification in emergency management, public safety, or related field, plus three years training and/or experience in emergency management planning and civil defense preparedness, of which three months (3) was in supervisory or administrative capacity or equivalent. Or any combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Incumbent is subject to drug and alcohol testing based upon reasonable suspicion of being under the influence of drugs or alcohol while on duty.

### Licensure or Certification Requirements:

Training must be kept up to date as required by the Ohio Revised Code and must have completed required training within first three (3) years of appointment. Possession of a valid Ohio Driver's License.

**Equipment Operated/ Knowledgeable in:** The following are examples only and are not intended to be all inclusive:

For the purpose of emergency planning: Personal computer operation: word processing, spreadsheet, database, presentation, Internet, e-mail, social media, or other software, and operates general office or other equipment as necessary to complete essential functions.

Knowledgeable in Microsoft Office programs such as Word, Excel, Publisher, PowerPoint, as well as specialized software such as \*WebEOC, \*CAMEO Suite, \*Marplot, \*Aloha.

Knowledgeable of two-way radio operations, weather monitors.

Operates an emergency staff vehicle.

(\* indicates developed after employment)

**Inherently Hazardous or Physically Demanding Work Conditions:**

Potential exposure to hazards related to various disaster scenes. (e.g., debris, chemical releases, rough terrain, flooding, inclement weather, extreme temperatures, injured victims, etc.).

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This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed the position description, and that I understand the contents of the position description.

\_\_\_\_\_  
(Approval of Appointing Authority)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Date)

**Job Description and Worker Characteristics:  
Job duties in order of importance.**

**Essential functions of the position:** For purposes of 42 USC 12101 (Americans with Disabilities Act 1990)

30% Plans and administers the county emergency management and county safety programs (LEPC), meets and confers with various officials (e.g., fire, rescue, hazmat, law enforcement, elected officials, department heads, hospital personnel, public health personnel, service organizations, media, the public, or other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Strengthens all-hazards response to include: keeps primary and alternate EOC in a state of readiness; responds to emergency/disaster occurrences to provide information on behalf of the county; activates the Emergency Operations Center (EOC); coordinates equipment, personnel, and supplies; acts as the EOC manager during event/incident.

Administers the SARA Title III programs (e.g., LEPC grant application, Compliance Report, Financial Report); maintains current data in CAMEO software suite; conducts and maintains hazard risk assessments for facilities.

**Knowledge of:** Budgeting; two-way radio operations; disaster and emergency laws and/or regulations; agency policies and procedures; disaster management; public relations; supervisory principles and practices; public administration; business administration; local geographical area.

**Skill in:** Use of general office equipment. Motor vehicle operation.

**Ability to:** Deal with a variety of variables within an unfamiliar context and determine a specific action; communicate effectively; handle sensitive inquiries; contact officials and public; cooperate with others.

30% Researches, collects, compiles, and analyzes data (e.g., potential hazards, available response capabilities, services, equipment, legislative updates, etc.) in development of plans and procedures; determines project priorities; coordinates and plans applicable training and exercise scenarios.

Develops and maintains an Emergency Operations Plan, Hazard Mitigation Plan, Hazards Risk Assessment, Resource Manual and various stand-alone plans; collaborates with stakeholders

such as firefighters, public works personnel, law enforcement, hazmat team, elected officials, public health officials, hospital, school districts, etc. in the planning process.

Plans and coordinates trainings for first responders, public safety officials, and the general public; conducts Local Emergency Planning Committee (LEPC) exercises and Emergency Operations Plan exercises.

Develops and maintains Mutual Aid agreements for use of facilities, equipment, and personnel resources with private and public entities and transportation resources.

**Knowledge of:** Database management, records management, disaster and emergency laws and/or regulations; agency policies and procedures; disaster management; public relations; supervisory principles and practices.

**Skill in:** Personal Computer operation; use of general office equipment.

**Ability to:** Deal with a variety of variables within an unfamiliar context and determine a specific action; communicate effectively; handle sensitive inquiries and contact officials and general public; cooperate with others; travel to and gain access to work site.

25% Maintains accurate records, inventories, and expenditures, prepares and submits annual budget, grant applications and other documentation as necessary to obtain funds from various funding sources. Manages grant application processes; ensures compliance with grant requirements; ensures project milestones are met; produces necessary grant reports and submits to appropriate agencies as required.

Coordinates Federal assistance in emergency/disaster situations; contacts local jurisdictions and agencies to track disaster costs; assists with FEMA paperwork; collects documentation and FEMA paperwork and summarized findings; forwards paperwork to Ohio EMA; hosts Ohio EMA and FEMA meetings as needed; and keeps local jurisdictions informed of status.

**Knowledge of:** Budgeting; government grant programs; agency policies and procedures; public records; records management; public administration; business administration.

**Skill in:** Personal Computer operation; use of general office equipment.

**Ability to:** Deal with a variety of variables within an unfamiliar context and determine a specific action; prepare accurate documentation; handle sensitive inquiries and contact officials and general public.

10% Attends meetings, seminars, and training sessions to maintain knowledge of new program developments, requirements, and procedures related to emergency management and

response; participates in continuing education activities; participates in workshops, drills, and exercises; presents programs to the public at various community meetings and functions.

**Knowledge of:** Disaster and emergency laws and/or regulations; agency policies and procedures; disaster management; local geographical area.

**Skill in:** Motor vehicle operation.

**Ability to:** Communicate effectively; handle sensitive inquiries and contact officials and general public; cooperate with others.

5% Supervises and directs the duties and activities performed by agency staff and volunteers. Manages personnel; compiles and oversees time sheets, directs work, trains staff and volunteers in operations, policies and procedures.

**Knowledge in:** Disaster and emergency laws and/or regulations; agency policies and procedures; disaster management; public relations; supervisory principles and practices; public administration; business administration; local geographical area.

**Ability to:** Communicate effectively; handle sensitive inquiries and contact officials and general public; cooperate with others.

**Other duties and Responsibilities:**

Incumbent must meet all job safety requirements and all applicable OSHA safety standards that pertain to essential functions; demonstrates regular and predictable attendance.

Performs other duties as required. Maintain 24 hour on-call status, and work 12+ hour shifts during emergencies.

**Position numbers and class titles of positions directly supervised:**

Emergency Management Deputy Director 1, Emergency Management Specialist