

<b>Athens County Board of Commissioners</b>	<b>Effective Date:</b>	<b>January 8, 2019</b>
	<b>Review Date:</b>	<b>January 8, 2019</b>
<b>JOB DESCRIPTION</b>	<b>Revision:</b>	
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		<b>Date:</b>
<b>This job description as written or revised becomes effective as of the above date and supersedes all other previous job descriptions.</b>		
<b>POSITION: EMA Director</b>		

**OVERVIEW:**

Under the direction of the Board of Commissioners, the Emergency Management Director manages, plans, organizes and coordinates all Emergency Management Agency activities relating to minimizing the effect of natural or manmade disaster upon the citizens of Athens County. Duties and responsibilities include developing, testing and implementing emergency response and recovery operation plans; and conducting training on public preparedness.

**ESSENTIAL DUTIES:**

Responsible for the planning, organizing and deployment of Local Emergency Planning Committee (LEPC) programs/activities associated with preparation for, response to, and recovery from natural or manmade disasters or emergencies affecting the lives and property of citizens.

Coordinate emergency planning efforts with all political jurisdictions within the County. Ensures emergency plans meet State and Federal regulations and acts as an agent in securing disaster relief monies.

Develop and update the county emergency operations plan and other support plans which involve working with each county agency/department that is included in the plan to identify functions they will perform in emergency and ensure integration of all functions. Ensure that the plan is responsive to all State and Federal regulations.

Manage, operate and maintain the Emergency Operations Center (EOC). Establish, maintain, test and evaluate the operational system for response. Develop standard operating procedures and policies as needed to accommodate the EOC.

Prepare the annual operating budget for Emergency Management and track expenditures against the budget throughout the year and maintain related financial documentation. When the jurisdiction is awarded Federal financial assistance, as a sub-grant recipient of funds made available through Ohio Emergency Management Agency (OEMA), ensure the proper completion of Federal funding documents. This also includes the submission of quarterly reports to OEMA, required attendance at training classes, meetings and conferences.

Maintain and update emergency response, recovery, continuity, and hazard mitigation plans for the County.

Research FEMA Funding opportunities. Work with local political jurisdictions on FEMA applications.

Participate in local and regional disaster exercises to test local emergency response agencies.

Attend Emergency Management training courses and workshops.

Serve as the County NIMS (National Incident Management System) Coordinator.

Respond to emergency and disaster situations involving hazardous materials, inclement weather, and

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evacuation and/or sheltering to provide assistance with coordinating county resources. Respond to questions, complaints and requests for information/assistance from the general public, volunteers, news media, various agencies, employees, elected officials, and/or other individuals and departments. Develop a Public Information System, identifying a Public Information Officer (PIO) that will maintain a media relationship and provide information to the public during major emergencies and disasters. On-call required. Maintain EMA website, notify public and staff, regarding weather and/or emergency alerts through Everbridge Communication System.

**KNOWLEDGE SKILLS AND OTHER ABILITIES:**

Knowledge of the budgeting process, principles and fiscal management, and procedures for requesting funds and application of grants.

Knowledge of state and federal requirements and procedures regarding funding requests and reports, emergency response plans, risk management record keeping, hazardous materials, training agency involvement, documentation requirements and liability laws.

Skill in communicating with the public, media and other agencies during emergency and non-emergency conditions.

Skill in organizing, researching, analyzing, problem solving and project management.

Skill in public speaking and oral communications.

Ability to write reports and proposals, take meeting minutes and type in final form using accepted standard layout, grammar principles and practices.

Ability to evaluate emergency situations and make decisions during stressful situations.

Ability to prepare and deliver presentations, demonstrations, workshops and training sessions.

Ability to operate two-way radio, audiovisual equipment, computer and standard office equipment.

**ENTRY REQUIREMENTS**

Graduation from an accredited four year college or university and the equivalent of three years of full-time professional level experience such as program administration, development, management or operations.

**OR**

Five years' experience in the field of Emergency Management or Management related field.

**AND**

High school diploma or GED equivalent

Previous experience working with public or coordinating activities.

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**LANGUAGE ABILITY AND INTERPERSONAL COMMUNICATIONS:**

Ability to hear and speak the English language clearly and distinctly, whether in person or by telephone, is required. Apply principles of record keeping for maintenance contracts and schedules, preparing required reports. Requires basic human relations skills in dealing with the public and County Officials; requires cooperation and team work with co-workers and County Officials in carrying out prescribed duties in the office and between departments.

**WORK ENVIRONMENT:**

Involves use of fingers, hands, arms, feet and legs carry up to 50 pounds. Ability to manipulate tools and equipment, ability to lift and carry objects, boxes and related emergency response equipment. Required to have a valid driver's license and be able to drive vehicles and other related equipment. However, in the event of an emergency, work may include visiting disaster site to assess the needs of community's involved.

Job descriptions in no way state or imply that the description includes every duty to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by the supervisor.