

DAVIESS COUNTY FISCAL COURT
Job Description

Job Title: Deputy Director of Emergency Management

Department: Emergency Management

Reports To: Director

FLSA Status: Exempt

SUMMARY

Assists Director in the day-to-day management, direction, and supervision of EMA staff, assumes the position in his/her absence. Assists in the coordination of all Daviess County governmental agencies, other city and county partners, and state and federal agencies to assure leadership, continuity and direction to prepare for, respond to, recover from and mitigate the impact of natural, manmade, or technological disasters upon its people or property. Acts as Communications and Warning Officer.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Carries out supervisory responsibility in accordance with County policies, procedures and applicable laws including: training in job skills; planning, assigning and directing work; appraising performance; addressing complaints and resolving problems.

Develops, communicates, monitors, evaluates and approves policies, procedures and standards for the agency upon approval of the EMA Director; implements and makes improvements when necessary.

Plans and implements short and long term goals, objectives and strategies for the division, project or program to ensure efficient organization and completion of work; monitors, reviews, and communicates EMA's strategic plans to ensure that long ranges goals are met.

Conducts regular staff meetings to review progress, accomplishments, budgets, strategies and plans for the division; confers with upper management to keep them informed on key issues and progress towards objectives to gain support and approval; makes recommendations for improvements as appropriate.

Meets annual training requirements as mandated by the KRS and FEMA. Some travel and conference attendance will be required.

Responds to public safety and environmental emergencies when necessary; on call 24/7.

Assists Director in preparing/implementing emergency management plans and programs.

Activates the Emergency Operations Center (EOC) upon approval of the EMA Director, Judge/ Executive and/or City Manager; supervises and manages the EOC during critical or large scale events when the EOC is activated; manages multi-agency activities to ensure safety and coordination of efforts. Schedules/conducts annual EOC training with all assigned Emergency Support Function (ESF) representatives.

Acts as EMA liaison to Daviess County Search and Rescue (SAR); may be appointed by EMA Director as Daviess County SAR Coordinator ensuring compliance in accordance with KRS 39F and KAR Title 106, Chapter 001-Disaster and Emergency Services. Attends monthly Daviess County SAR meetings and at least one training session monthly.

Ensures radio communications equipment remains operational for EMA portable/mobile devices, including EOC, SAR, and amateur radio (HAM) assets.

Signs official and other documents to improve or ensure information adequacy, accuracy and legitimacy upon approval of the EMA Director.

Participates in recommending budgetary needs for the agency and monitors expenditures during that budget year; administers appropriated grants in accordance with prescribed standards, procedures and requirements.

Provides updated status reports, social media and information to public officials, media and the general public regarding EMA matters, especially in times of disaster, upon approval of the EMA Director.

Administers the Daviess County siren program; ensures all Daviess County weather sirens and controller are operational. Schedules maintenance as required.

Represents the Emergency Management Agency to Fiscal Court, City of Owensboro, City of Whitesville, other government agencies and the public; coordinates and/or facilitates multi-jurisdictional, multiple agency events, including exercises, training, panels and meetings.

Maintains current knowledge of industry, regulatory and legislative developments affecting emergency management and applicable functions to meet agency responsibilities.

SUPERVISORY RESPONSIBILITIES In the absence of the Director, supervises staff and carries out supervisory responsibilities in accordance with Daviess County Fiscal Court Administrative Code.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelors degree preferred in Emergency Management, Public Administration, or related field; supplemented by five years professional experience in the field of emergency management, public safety, preferably with experience in a supervisory capacity; or an equivalent combination of education, training, and experience.

LANGUAGE SKILLS Ability to read, analyze, and interpret general business periodicals, professional journals, financial reports, technical procedures, or governmental regulations.

Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information to top management, public groups, and/or boards of directors.

COMPUTER SKILLS Proficient in Microsoft Office products, including Word, PowerPoint, Outlook, and Excel. Ability to use Outlook for email correspondences. Ability to post emergency management related information to social media platforms. Ability to scan and save/file electronic documents.

MATHEMATICAL SKILLS Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Kentucky Driver's License. Meets minimum National Incident Management System (NIMS) position-specific Incident Command System (ICS) training requirements

(https://www.nioa.org/site/wp-content/uploads/2009/03/2008_12_08_nims_training_grid_1.pdf); Online: IS 100, 200, 700, and 800; Classroom: ICS 300 and 400.

PHYSICAL DEMANDS The physical demands described below 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 duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, sit, use hands to finger, handle, feel, or reach with hands and arms, stoop, kneel, crouch, or crawl. The employee must occasionally climb or balance and lift and/or move up to 100 pounds. Specific vision abilities required by this job include close and distance vision.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration. Employee may be exposed to fumes or airborne particles, toxic or caustic chemicals. The noise level in the work environment is usually moderate.