Job Title: Director of Emergency Services and Homeland Security
Department: County Commission
Reports To: County Administrator

This job description is based on an evaluation of the position at the time this description was written. This job description will change from time to time as tasks, organization and technology change. Accordingly, the employer reserves the unlimited right to revise all or any part of this job description and the essential functions of the job and to add or eliminate essential functions of any position. Designation of any job duty as an "essential function" is not intended as an assurance or guarantee that an employee has any right to perform the particular job duty, except as required by the employer. The omission of specific duties does not exclude the employee from the duty.

QUALIFICATIONS, KNOWLEDGE AND SKILLS:

- Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in fire science, fire protection engineering, emergency management, or other public safety area is desirable.
- Must demonstrate the ability to lead multiple groups of people in a variety of situations.
- Certification in (or ability to immediately achieve certification in) the training required for grant funding. (ie: NIMS Training and FEMA Professional Development)
- Knowledge of local, state and federal laws and regulations relating to civil defense and emergency preparedness as well as knowledge of the principles of emergency program planning and coordination is preferred.
- Ability to gather and utilize appropriate resources in the event of an emergency or local disaster.
- Ability to establish and maintain effective working relationships with other public and private agencies.
- Ability to work evenings, weekends, nights and holidays on a scheduled basis as well as call-backs when deemed necessary is required.
- Must be willing to travel for meetings, training and other work tasks.

PHYSICAL REQUIREMENTS

- Performance of physical work activities outside of an office environment, such as disaster response assessments and recovery operations.
- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier and fax machine. Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching and handling, pushing, and pulling. Ability to perform various functions under emergency conditions including moderate to severe weather and atmospheric conditions including operating in IDLH (Immediately Dangerous to Life and Health) environments with appropriate personal protective equipment.

TEMPERAMENT:

- Must be a highly motivated self-starter.

- Must show strong customer service orientation in all aspects of the position.
- Have the capability to prioritize work demands and be able to maintain a professional demeanor.
- Be a good communicator on all levels in the organization.
- Must be able to work under pressure, multitask, exercise good judgment and make sound decisions in daily and emergency situations.

ESSENTIAL DUTIES INCLUDE, BUT ARE NOT LIMITED TO:

- Attend and conduct public meetings.
- Acquire and maintain all necessary operating licenses and permits.
- Develops and maintains (on an on-going basis) an Emergency Operations Plan (EOP) for Morgan County.
- Assists in the establishment of mutual aid or other cooperative assistance agreements to provide needed services, equipment, or other resources in the event of an emergency.
- Work closely on a cooperative basis with other departments within local, state or federal agencies (including fire and rescue departments) and community organizations in developing emergency operating plans and capabilities.
- Works with the private sector in developing industrial emergency operations plans and capabilities in support of local government.
- Keeps local governments (county, cities and towns) advised of emergency services activities.
- Develops and updates, as required, training programs for county emergency response personnel (including county volunteer Fire & Rescue personnel.)
- Develops and delivers, as necessary, appropriate public education information.
- Develops and implements appropriate Emergency Operations exercise and testing programs.
- Prepare, submit and justify the annual Emergency Management budget.
- Secure technical and financial assistance through appropriate federal and state programs.
- Assists and provides coordination in hazardous materials responses.
- Prepares and manages various grants including, but not limited to, Emergency Management Performance Grant (EMPG).

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.