



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: Deputy Director, Emergency Management	NEW: _____	REVISED: X
		(Please check one)
REPORTS TO: Director, Emergency Management	FLSA: Exempt	DATE: 05/2021
DEPARTMENT: Emergency Management		JOB CODE: 101

SUMMARY:

The Deputy Director supports and assists the Emergency Management Director in the overall administration, management, planning, organizing, daily supervision and staffing of the department, and serves as the Emergency Management Director in his or her absence.

ESSENTIAL FUNCTIONS:

*Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.*

Assists in developing and establishing program policies, standard operating procedures, and interprets and explains policies, programs, and services. Recommends and implements improvements in organization and staff management. Responsible for grant management requests, expenditure documentation, inventory sheets and tagging of equipment for local, state, and federal audits.

Develops and maintains liaison with emergency organizations in the adjoining counties and states, attends various meetings, workshops, and seminars. Must complete basic professional and technical emergency management training. Maintains a level of proficiency and competence through periodic attendance of workshops, seminars, and professional development, and technical training courses.

Works in close coordination with law enforcement agencies, departments, regional hazardous materials team, American Red Cross, and other emergency services organizations as necessary for the successful operation of the County's Emergency Management Program.

Develops and maintains emergency management training programs specifically tailored for emergency response personnel and general interest programs for public awareness and education.

Responds with or for the Director of Emergency Management during major emergencies or disasters. Responds to and/or sets up the Emergency Operation Center (EOC). Assists with or schedules staffing of the EOC when activated. Assists in the development of training for the Boone County EOC.

Conducts studies and surveys of potential hazards and of facilities and resources as may be necessary to determine the capabilities and/or limitations of the County to carry out emergency operations under any contingency.

Attends required FEMA/Homeland Security classroom training including all EMPG courses and HSEEP courses. Register, take, and successfully complete computer-based FEMA training.

Participates in staff functions and chairs or serves on various internal/external committees and user groups; represents the Emergency Management Director at meetings or other special interest and community groups as directed.

Oversees the resolution of inquiries, problems, complaints, or emergencies affecting availability or quality of services; responds to the most sensitive or complex inquiries or service complaints with approval of the Emergency Management Director.

Provides local, state, and federal courts with necessary testimony when requested in matters of communications, audio/data productions, etc., as necessary. Serves as records custodian for the Office of Emergency Management. Assists the Director with media interviews and public notifications.

Appears for scheduled work with regular, reliable and punctual attendance. Establishes and maintains cooperative, effective and productive working relationships using tact, patience and courtesy. Effectively plans and organizes work and completes tasks within prescribed timeframes. Oversees the daily operation and performs other related duties as needed or assigned.

KNOWLEDGE & SKILLS

1. Knowledge of principles, practices and techniques involved in the operation of countywide emergency management administration and equipment.
2. Knowledge of principles, practices, and techniques of public administration.
3. Knowledge of application and interpretation of federal, state, and local rules, regulations, codes, and ordinances as they relate to area of assignment.
4. Knowledge of management and supervisory principles and practices including program planning, contract administration, budgeting, direction, coordination, evaluation, and data processing methods and techniques.
5. Ability to be a self-starter and demonstrate management loyalty.

6. Ability to set work priorities and to train, direct, motivate, and evaluate the work of assigned staff.
7. Ability to develop departmental goals and objectives and perform planning and budgeting functions.
8. Ability to apply judgment and discretion in resolving problems and interpreting policies and regulations.
9. Ability to organize and oversee work programs, work schedules, contract administration, progress reviews, and monitor budgets.
10. Ability to effectively respond to and reconcile competing external elements as they affect the planning and operation of assigned programs.
11. Ability to develop and maintain effective working relationships with other staff and external elements.
12. Ability to communicate effectively, both orally and in writing, and make effective presentations of technical, complex, and sometimes controversial information.
13. Ability to establish and maintain accurate records of all activities and operations.
14. Ability to set up and run the EOC during times of disaster and training.

SUPERVISORY RESPONSIBILITIES:

This position supervises non-supervisory employees. This position carries out supervisory responsibilities in accordance with the County's policies and applicable laws. Responsibilities include interviewing and training new employees; planning, assigning, and directing work; performance appraisals; rewarding and disciplining employees; addressing complaints and resolving problems.

PHYSICAL DEMANDS:

The work is performed in a professional office setting and is routinely exposed to outside weather conditions. Must possess vision to read printed materials and a computer screen, and hearing and speech to communicate in person and over the phone.

Position requires CONTINUOUS sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 50 lbs. and transporting distances up to 50 yards. OCCASSIONAL squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects.

WORK ENVIRONMENT:

This job operates in a professional office environment. Professional attire required. This position routinely uses office equipment such as computers, calculators, multi-line telephones, photocopiers, large format printers and scanners, binding machines, hand-held recording devices, filing cabinets, and fax machines. This position is routinely in contact with the public, other Boone County employees, elected officials, and members of other entities.

QUALIFICATIONS:

Bachelor's degree in public administration, fire or police management, or related field, and five years of progressively responsible professional/administrative work experience related to the duties and responsibilities of this position, including two years of management/supervisory experience, is required; or an equivalent combination of related experience and education which provides the applicant with the desired skills, knowledge, and ability required to perform the work. Must possess a clear criminal history. Must possess and maintain a valid Missouri driver's license. Ability to obtain FEMA/Homeland Security training certificates that fulfill the EMPG requirements within one year.

NOTE: A criminal background check, including a national fingerprint check through law enforcement agencies and a drug test, will be conducted on all successful applicants prior to their being appointed to this position.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.