



## BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> Director, Emergency Management	<b>NEW:</b> X	<b>REVISED:</b> _____
		(Please check one)
<b>REPORTS TO:</b> Commission	<b>FLSA:</b> Exempt	<b>DATE:</b> 10/2022
<b>DEPARTMENT:</b> Emergency Management		<b>JOB CODE:</b> 100

### **SUMMARY:**

The Emergency Management Director is responsible for the overall administration, management, planning, organizing, daily supervision, and staffing of the Emergency Management department.

### **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.*

Manages daily operations of the Emergency Services Department including policies, procedures, and guidelines relating to emergency management. Interacts daily with government officials, public and private organizations, schools, human and emergency service organizations, utilities, media, and the general public

Maintains compliance with State laws and regulations regarding emergency services, health and safety issues. Engages in research validates information, and coordinates the development of plans, policies, procedures, checklists, and guidelines governing the operation of emergency management. Prepares and maintains a current, comprehensive emergency operation plan for preparedness, response, and recovery to an event of emergency or disaster.

Consults and advises the County Commissioners in regard to emergencies, disasters, or a disaster threat. Establishes, staffs, and operates an Emergency Operation Center, including established warning signals, support services and other emergency details. Ensures 24 hours per day/7 days per week availability to respond to emergency incidents and disasters.

Develops emergency off-site response plans and training programs for all facilities serviced by the County. Guides and assists agencies, groups, organizations, and others in development of disaster preparedness plans and responses to emergencies. Acts as the emergency services liaison with federal, state, and local government agencies, police, fire and ambulance, volunteer agencies, industry, schools, day cares, and nursing homes.

Develops, coordinates, or provides input on all plans in the county to include, but not limited to dams, prisons, schools, nursing homes, day care centers, industry, chemical facilities, airports, health care facilities, hospitals, and nuclear reactors. Coordinates with counterparts in Regional Counter-Terrorism Task Force (RCTTF) to plan for and administer counter-terrorism matters with the Office of Homeland Security. Prepares required local, state, and federal reports. Attends meetings and training sessions as needed.

### **KNOWLEDGE & SKILLS**

1. Must be able to speak and understand English language in an understandable manner in order to carry out essential functions of job.
2. Must possess effective oral and written communication skills.
3. Must possess initiative and problem-solving skills.
4. Must possess a valid MO driver's license and a willingness to travel as needed.
5. Must have flexibility, personal integrity, and the ability to function independently.
6. Must possess excellent knowledge of County geography.
7. Must possess the ability to develop budgets and to coordinate expenditures and perform accounting functions.
8. Must possess the ability to interact effectively with public media and conduct effective public relations programs.
9. Must possess knowledge of Federal and State rules and regulations and ability to assure compliance with them.
10. Must possess knowledge of emergency communications equipment, systems, procedures, and practices.
11. Must possess knowledge of and ability to develop and implement plans to deal with natural disasters and/or emergencies, to plan and carry out programs, to develop local resources, and to coordinate and direct such resources during emergencies and disasters.
12. Must possess ability to establish and maintain effective working relationships with governmental agencies, officials, staff, volunteers, and general public.
13. Must possess ability to maintain confidentiality in regard to client information and records.
14. Must possess the technical knowledge of operating personal computers and other office equipment.
15. Must possess the ability to make independent decisions when circumstances warrant such action.
16. Must possess ability to plan, direct, and supervise work and staff within the department.

**PHYSICAL DEMANDS:**

The majority of work is performed in a professional office setting and is generally sedentary. Must possess vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

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 25 lbs. from below waist to above shoulders and transporting distances up to 50 yards. OCCASIONAL squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 20-35 lbs. from below waist to above shoulders and transporting distances up to 50 feet.

**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, 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.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree preferred or equivalent training in emergency management, environmental/life sciences, community planning, public administration, or related field; familiarity with computer software programs; and a valid Missouri driver's license.