

DIRECTOR OF EMERGENCY MANAGEMENT

DEFINITION

Under administrative direction, develops, maintains and coordinates County-wide multi-hazard and disaster response plan; manages the County's Office of Emergency Services; administers and coordinates emergency services operations through the emergency operations center; oversees work of professional, technical and office support staff; develops and administers plan modification, outreach, training and reporting activities; works with the County Safety Officer in areas of employment safety, and performs related duties as assigned

DISTINGUISHING CHARACTERISTICS

This is the single administrative management class responsible for the coordination, development and administration of the County's multi-hazard and disaster emergency response plan including coordination, communication, implementation and training activities of the long range Emergency Management and Response Program and on-scene incident command.

This class is further distinguished by its responsibility for overall management of the County's Office of Emergency Services including budget monitoring and development, staff supervision and modification of a coordinated emergency response, coordinating and assisting in the management, mitigation and recovery program utilizing various public, private and individual resources and meeting state and federal guidelines and requirements. This position reports to and received direction from the County Sheriff (or his/her designee) during regular operations and reports directly to the County Administrative Officer and Board of Supervisors member designee during activation of the Emergency Operations Center and declared disaster response.

REPORTS

ESSENTIAL FUNCTIONS

REPORTS TO

Reports directly to the County Administrative Officer and Board of Supervisors member designee during activation of the Emergency Operations Center and declared disaster response.

CLASSIFICATIONS DIRECTLY SUPERVISED

DAILY FUNCTIONS AND DUTIES INCLUDE *(The following is used as a partial description and is not restrictive as to duties required.)*

- Plans, organizes, directs, and reviews all functions and activities related to the County's
- Office of Emergency Services (OES) and formulates and updates a variety of emergency response and disaster event management plans.
- Manages the design and planning of the County's Emergency Operations Center.
- Provides technical expertise to County operational management staff in the development and implementation of the County's disaster response plan.

- Monitors departmental policies to ensure compliance with federal/state, and local legislation and participates in the development of standards relating to Operational area policies.
- Identifies and obtains federal emergency management funds and directs the agency's participation in other state and federal revenue and equipment programs.
- Coordinates and manages emergency operations during incidents of declared disasters under the direction of the County Administrator including working closely with the designated Incident Commander and assisting in the administration of the Emergency Operations Center.
- Participates in activities associated with various disaster planning committees assuring the preparation, participation and coordination of comprehensive emergency response training seminars, drills, and simulation exercises
- Oversees training exercises and evaluates disaster exercises and event responses to ensure maximum effectiveness through the Emergency Operations Center and staff participating in disaster event management exercises and events.
- Provides assistance to and coordination with other county departments to ensure effective, coordinated emergency response, to identify staff roles during emergency response, and to ensure their staff are informed and prepared.
- Provides assistance and coordination to member jurisdictions in the development of emergency services plan and programs and consults with and advises city/county management staff regarding emergency services policy issues and plans.
- Prepares statistical and narrative reports, including incident status reports for reimbursement by state and federal agencies, maintains accurate records and files.
- Establishes goals, policies, and performance standards for the County's Office of Emergency Services (OES) staff.
- Manages the development and implementation of the OES division's budget.

DESIRABLE QUALIFICATIONS

MINIMUM QUALIFICATIONS AND CERTIFICATIONS & LICENSES

Equivalent to graduation from a four-year college or university with a Bachelor's Degree in Business or Public Administration or a closely related field and five (5) years of experience in emergency response management. Experience must include a minimum of one year at the full supervisory level that includes experience in the development of an Emergency Operations Center, disaster preparedness plans, educational/training programs, and the coordination of multi-agency and municipal emergency response

Knowledge of

Principles and practices of emergency management administration program development and evaluation and critical thinking and problem analysis skills in the development and implementation of emergency preparedness plans.

Principles and effective practices involved in the planning, coordination and response of

Emergency Services operations including techniques for coordinating activities of a variety of organizations and jurisdictions, and multi-jurisdictional emergency response protocol. Federal, state, and local laws, regulations and administrative policies involved in disaster and emergency management planning and response and their related standards and management assistance programs.

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Provides assistance and coordination to member jurisdictions in the development of emergency services plans and programs and consults with and advises city/county management staff regarding emergency services policy issues and plans.

Prepares statistical and narrative reports, including incident status reports for reimbursement by state and federal agencies, maintains accurate records and files.

Establishes goals, policies, and performance standards for the County's Office of Emergency Services (OES) staff.

Manages the development and implementation of the OES division's budget.

Training and Experience:

Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities might be:

CERTIFICATION:

Possession of a California Specialized training Institute (CSTI) emergency Management Specialist Certificate or an International Association of Emergency Managers (IAEM) Certified Emergency Manager (CEM) or Associated Emergency Manager (AEM) is desirable. Completion of Federal Emergency Management Institute (FEMA) Professional Development Series must be obtained within one (1) year of appointment.

Special Requirements: Possession of a driver's license valid in the United States

APPLICATION & EXAM PROCESS

The exam process will consist of a review and competitive evaluation of the required knowledge and abilities as demonstrated on the application. Those successful in this evaluation will be invited to an oral interview with County management staff.

For a complete job description and application, contact the County Administrative Office at (760) 932-5412 or obtain job flyer, job application by accessing Human Resources Employment Opportunities website:

www.monocounty.ca.gov

REQUIRED CONDITIONS OF EMPLOYMENT

As a condition of employment, the incumbent will be required to:

- 1.. Possess a valid California Class C driver's license, or the employee must be able to provide suitable transportation, which is approved by the County Administrative Officer.
2. Be available to work irregular and unusual work schedules as required to effectively manage an emergency response program.
- 3.. Be able to work under unusual and/or adverse physical, mental, and/or sensory conditions needed during emergency response, i.e., inclement weather, dust, noise, smoke, and stressful situations.
4. Must pass a background check.

PHYSICAL AND SENSORY REQUIREMENTS

The physical and sensory abilities required for this classification include:

1. Ability to verbally communicate and to hear two-way radio transmissions with static and telephone calls in field or noisy environments, such as an emergency event site.
2. Physical mobility to travel to and from alternate work sites and to traverse varying emergency site terrain.
3. Ability to work outside with possible exposure to varying temperatures, wetness, odors, and slippery surfaces.
4. See well enough to read standard text and data on a computer terminal, maps, and other related materials.
5. Physical strength to lift and carry supplies and materials weighing up to approximately 25 pounds.
6. Sense of smell to distinguish between normal odors and controlled substances.

The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. Mono County assumes no responsibility for the accuracy of the document and the actual duties of the job, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined through a "meet and confer" process and are subject to the Memorandum of Understanding or individual employee "At-Will" contract currently in effect.