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CITY OF _____

JOB TITLE: Emergency Management Director **July 2005**
Job. No. - 313
Grade 17

DEPARTMENT: Emergency Management

REPORTS TO: City Manager/County Mayor

JOB SUMMARY: The Office of Emergency Management is tasked with administering and directing a program of comprehensive Emergency Management and Homeland Security issues, designed to reduce the vulnerability of citizens and communities of this County to damage, to injury, and to loss of life and property by providing a system for the mitigation of, preparedness for, response to and recovery from natural or man-made disasters.

EMERGENCY MANAGEMENT: The mitigation, preparation, response, and recovery activities inherent in managing the reaction to potential or actual hazards including, but not limited to natural, man-made, technological, acts of war, weapons of mass destruction and/or terrorism (e.g. fires, floods, droughts, hazardous material incidents, thunderstorms, tornadoes, winter storms, chemical, biological, radiological, nuclear, or explosive (CBRNE) incidents.)

The Phases of Emergency Management are:

- ✓✓ Mitigation: The act of lessening or eliminating hazards before an emergency occurs.
- ✓✓ Preparedness: The planning and preparation that occurs before and in anticipation of an emergency or disaster.
- ✓✓ Response: The implementation of the preparedness function, use of operational plans, warning systems, activation of resources, and mobilization of personnel.
- ✓✓ Recovery: The immediate and often long-term process of dealing with the aftermath of a disaster.

ESSENTIAL FUNCTIONS: The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or logical assignment for this classification. Other duties may be required and assigned.

MAJOR DUTIES:

1. Plans, coordinates, and directs activities associated with mitigation, preparation for response to and recovery from any disaster or major emergency affecting the health, safety, and welfare of our citizens.

2. Establishes crisis management procedures, procedures for continuity of government under crisis management conditions, and procedures for industrial reporting of hazardous chemical spills/releases, directs and coordinates implementation of various procedures in case of emergency.
3. Ensures departments compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures according to/with Emergency Management. Ensures adherence to established safety procedures and accordance with OSHA.
4. Coordinates emergency management activities with those of other County departments, municipalities, emergency agencies, public safety agencies, governmental agencies, community organizations, outside agencies or others as needed; coordinates such activities as disaster planning, emergency procedures, training/exercises, disaster recovery, equipment operations, and coordination of efforts.
5. Develops and implements long and short-term plans, goals, and objectives for the department.
6. Seeks, maintains, and applies for appropriate grant funding for emergency management in conjunction with the grant coordinator.
7. Designs, develops, and publishes educational and multi-media materials.
8. Coordinates and communicates with County Mayor and City Manager regarding the planning and implementation of homeland security policies and procedures for local and district Homeland Security issues.
9. Directs resource management activities, including equipment, staffing, funding, or other resources; maintains current records of available resources, such as volunteer workers, equipment, community organizations, government agencies, supportive businesses, emergency/grant funding, or other resources.
10. Coordinates and communicates with various public safety agencies, community organizations, officials, and the public; acts as a liaison with federal, state and local agencies; maintains continuous and frequent communications with fire agencies, law enforcement agencies, hospitals, and ambulance services for liaison and interpretation of emergency management responses and communication; advises, communicates with, and/or disseminates information to county officials, staff members, the media, outside agencies, community organizations, the general public, or others as appropriate for resolving problems, exchanging information, and coordinating work activities.
11. Provides education and information to the general public regarding emergency activities, emergency procedures, and emergency management agency functions,

- roles, and responsibilities; makes speeches and presentations to schools, civic organizations, and other community groups.
12. Prepares various legal/technical reports in compliance with state/federal requirements; submits required reports to appropriate agencies within designated time frames.
 13. Prepares or completes various forms, reports, correspondence, lists, schedules, emergency plans, policies, procedures, budget documents, press releases, training programs/exercise, emergency response assessments, reference/resource materials, or other documents.
 14. Receives various forms, reports, correspondence, emergency plans, policies, procedures, budget reports, invoices, time sheets, emergency response assessments, hazardous materials reports, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.
 15. Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, database, or other software programs.
 16. Maintains files of departmental activities, personnel information, and other documentation as needed for record keeping.
 17. Operates a variety of equipment and tools associated with emergency management activities, which may include a motor vehicle, radio communications equipment, emergency radio systems, personal protective equipment, various emergency equipment, audio/visual equipment, or general office equipment.
 18. Attends various meetings, serves on committees, and makes speeches or presentations as needed.
 19. Maintains a comprehensive, current knowledge of laws, regulations, and guidelines pertaining to emergency management programs and homeland security; maintains an awareness of new practices, equipment, trends, and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.
 20. Provides twenty-four hour emergency response capability.

MINIMUM QUALIFICATIONS:

Associates Degree (Bachelor's Degree preferred) in Fire Science, Management, Emergency Management, or closely related field; supplemented by at least five years previous experience with an emergency response agency (experience with multiple

disciplines preferred) and/or training that includes progressively responsible emergency operations, disaster planning, public safety, hazardous materials operations, personnel management and public relations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formation of operational strategy.

Human Interaction: Requires the ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; ability to utilize principles of fractions; ability to interpret graphs; ability to compute discount, interest, profit and loss, ratio and proportion; ability to calculate surface areas, volumes, weights, and measures; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principals of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems. Requires the ability to apply principles of logical or synthesis functions, to deal with several concrete and abstract variables, and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the direction, control and planning of an entire program or set of programs.