

CHEYENNE COUNTY

POSITION TITLE: **Emergency Preparedness Director**
DATE: **March 30, 2019**
RESPONSIBLE TO: **Board of County Commissioners**

SUMMARY OF POSITION:

At the discretion of the Cheyenne County Board of County Commissioners (BoCC), administers the County's emergency management program as required by state and federal laws and directs services and activities pertinent to emergency preparedness for Cheyenne County as needed. Coordinate disaster response or crisis management activities, provide disaster preparedness training and maintain emergency plans and procedures. Conduct emergency management education programs and participate in disaster exercises or actual disasters.

The duties listed below are representative of this position, but do not necessarily include all duties that an individual in this position may be properly called upon to perform.

ESSENTIAL JOB FUNCTIONS:

Identifies, networks and coordinates with other county departments, law enforcement agencies, local governments including fire and special districts, State of Colorado departments including the Colorado Division of Homeland Security Emergency Management (CDHSEM), the Federal Emergency Management Agency (FEMA), and other agencies regarding County and emergency management issues and plans. Consult with federal, state, county and municipal officials to assist in establishing program objectives.

Supervise preparation of project applications, progress reports and other documents required for state and/or federal assistance in disaster management activities.

Assist county departments, special districts, municipalities and private sector to develop plans and capabilities responsive to hazards as necessary. Assist in preparation and maintenance of emergency plans.

Manage, operate and maintain the Emergency Operations Plan (EOP).

Be a Public Information Officer (PIO) and work with others to prepare news releases and respond to media interviews, questions and official communications.

Promote public awareness of disaster emergency preparedness via contact with the general public and officials. Maintain information on the extent and availability of resources to support authorities in preparation for and following emergencies.

Present and promote plans to interested groups, public agencies and the public and assist in establishing mutual aid or cooperative assistance agreements to provide needed services, equipment or resources in the event of an emergency.

Establish and maintain an emergency alert system to alert and warn the public and key officials of an emergency. Identify, map and update identification data on county-wide critical facilities and add to local and state inventories. Coordinate with Public Health and Environmental Health agencies, Red Cross and other voluntary groups to develop provisions for mass care of people in disaster situations.

Conduct training programs to ensure compliance with state standards. Develop, implement and supervise new training programs to maintain and upgrade department standards; coordinate with other agencies for mutual combined training.

Plan, prepare and manage annual budget for department within scope of authority.

Assist in acquiring equipment for disaster preparedness.

Maintain operational readiness of Emergency Operation Center (EOC) and emergency communications. Conduct tests and exercises to give key officials practice in directing operations during a simulated emergency situation. Research and recommend policies in the pursuance of emergency management objectives.

Establish and maintain a shelter system. Act as a liaison for groups.

Coordinate emergency preparedness with public and private sector medical personnel to develop local emergency plans and capabilities.

Keep the BoCC, Administrator, Sheriff's Office and any other agencies informed on general emergency management conditions, important developments, unusual conditions or occurrences taking place throughout the County.

Be responsive to various types of emergencies throughout the County as needed.

Perform special projects or research and maintain reports as needed.

JOB REQUIREMENTS:

Knowledge of:

- Department policies and procedures
- Applicable state, federal and local ordinances, laws, statutes, rules and regulations
- Basic principles and practices of accounting
- Emergency Management policies, procedures, processes and plan development and execution
- Objectives of federal, state and local emergency management and homeland security programs
- Flood plains, flood plain maps and river flow data
- National Incident Management System (NIMS) to include the ICS
- Record keeping, report preparation and filing methods
- Safe practices and procedures for performing essential functions of the job
- Hazard materials response
- Facilitating meetings effectively
- General office procedures, policies and practices as well as knowledge of computer and other general office equipment
- Talk radio knowledge
- Computer hardware/software related to performance of the essential functions of the job
- Programs and services offered by the agency and willing to learn rules and regulations for all program areas

Skill in:

- Responding quickly to changing situations
- Operating and maintaining all assigned equipment required to perform the essential functions of the job
- Public speaking
- Communicating orally with staff, citizens and others in order to give and receive information in a courteous manner
- Using tact, discretion, initiative and independent judgement within established guidelines

- Researching and summarizing a variety of information and statistical data and materials
- Reading and interpreting documents such as safety rules, operation and maintenance instructions and procedure manuals
- Writing and/or typing routine reports and correspondence
- Effective verbal, written and communication skills and able to delegate responsibilities to the appropriate staff if necessary
- Operating in a professional and ethical manner

OTHER RESPONSIBILITIES:

Perform other job-related duties as required subject to policy determination of the BoCC or Administrator.

DIFFICULTY OF WORK:

Work may require the ability to perform under extreme pressures and possible time constraints or volatile situations. Flexibility in job performance is critical. Job requires the ability to stay objective in all areas of service delivery and office operations. Employee may be exposed to stressful situations or people when performing the essential functions of the job.

QUALIFICATIONS, EDUCATION, TRAINING AND EXPERIENCE LEVEL:

Education: An Associate’s Degree in Emergency Management, or related field such as Criminal Justice or Emergency Medical Services preferred. Otherwise High School Education or GED; and

Experience: 3-4 years of responsible emergency management experience and project coordination; or

Substitutions: Any combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

LICENSES AND CERTIFICATIONS:

- Valid driver’s license required
- First Aid, CPR and AED Certification are desirable
- Training and certificates in emergency management and law enforcement services are desirable
- FEMA Courses: ICS 100, 200, 300, 400, 700 and 800 (or ability to obtain)

TECHNICAL SKILLS:

- Ability to use computers & software systems
- Ability to use telephones, radios, fax machines & copy machines
- Availability for emergency call-in
- Willing and able to follow directions and adhere to policy
- Ability to work with other staff or agencies, independently and efficiently
- Professionalism and confidentiality
- Ability to read and interpret documents
- Good communication skills, both oral and written
- Ability to multitask and be flexible
- Ability to follow verbal and written instructions
- Organized work, setting priorities and follow-up on assignments
- Define problems, collect data, establish facts, draw valid conclusions and implement appropriate solutions

WORKING ENVIRONMENT AND MENTAL/PHYSICAL REQUIREMENTS:

While performing the essential functions of this job may include sitting, standing, using hands, handle or feel objects, use stairs, speak and hear, and push, pull and/or lift over 50 pounds occasionally. Most work is completed in a small office setting with normal office noise. There

may be travel to and from meetings and trainings that could involve unexpected weather conditions. The working conditions are typically quiet, but may be loud at incident scenes. Must be able to work variable hours, be on call and able to respond to emergencies when necessary.

ORGANIZATIONAL RELATIONSHIPS:

Position is responsible to the BoCC and County Administrator.

COMMUNICATIONS:

Courteous and effective working relationship with BoCC, citizens of Cheyenne County, multiple State and Federal agencies, multiple County and Regional agencies and other County employees.

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT.

Nothing in this job description restricts Cheyenne County's ability to assign, reassign or eliminate duties and responsibilities of this job at any time. It does not prescribe or restrict the tasks that may be assigned. This job description describes the County's current assignment of essential functions. Those functions may change at any time as the needs of the County change or for other reasons deemed appropriate by the County.

I, _____ have read the above job description for the Cheyenne County Emergency Preparedness Director. To the best of my knowledge, I am able to perform all duties of the job as described.

Employee Signature

Employee Printed Name

Date

Chairman Signature

Chairman Printed Name

Date