



Union County

POSITION TITLE: EMERGENCY MANAGER

DEPARTMENT: ADMINISTRATION

REPORTS TO: COUNTY MANAGER

APPOINTED BY THE BOARD OF COMMISSIONERS

POSITION DESCRIPTION UPDATED AUGUST 13, 2019


Justin Bennett, Commission Chair

POSITION SUMMARY

In coordination with the County Manager and the Local Emergency Planning Committee this position is responsible for leading the collaborative planning processes for the County to maintain and update all county emergency management plans including the Emergency Operations Plan, Mitigation Plan, Continuity of Operations Plan, and other operational plans. This position will also be responsible for leading new planning efforts related to emergency management. The Emergency Manager will review and provide recommendations and advice on other emergency response plans, serve as the County's representative on various working groups dealing with coordination, response and planning. This position is responsible for developing training and exercises based on these plans. This position is part of the emergency response team and will work in the County Emergency Center when it is activated during emergencies. This position is responsible to respond to incidents 24/7.

DUTIES AND RESPONSIBILITIES SUMMARY

1. Respond to emergencies as directed by Law Enforcement, Fire Coordinator, and responds to the Emergency Operations Center and assists with coordinating activities during emergencies. Collaborate with other officials in order to prepare and analyze assessment following disasters or emergencies.
2. Assist in the developing, coordinating and analyzing programs, policies, procedures, guidelines and objectives for emergency management.
3. Develop, implement, and monitor the National Incident Management System (NIMS) program. Acquire knowledge and understanding of the software and other appropriate software needed in emergency management.
4. Update the County Emergency Operations Plan (EOP), the Threat and Hazard Identification Risk Assessment (THIRA), County Mitigation Plan, Cities Readiness Initiative (CRI) plan, County Shelter Plan and recommend the development of other plans that support the County's mission.

Assist all departments within the County in updating annually, the Emergency Support Functions (ESF) annexes to the County EOP.

5. Review, adjust and update annually the County's Continuity of Operations Plans (COOP) base plan and assist all departments within the County to address continuity of essential County operations.
6. Schedule, plan and conduct meetings and workshops related to the EOP and related activities.
7. Develop and implement the County's Multi-year Training and Exercise Plan (MYTEP)
8. Develop drills and exercises based upon Lessons Learned and AAR's in accordance with Homeland Security Exercise and Evaluation Program (HSEEP).
9. Coordinate Union County's Local Emergency Planning Committee (LEPC) that is comprised of County personnel and Community members. Work with County departments in developing functional response criteria for County facilities and personnel.
10. Develop and maintain liaisons with municipalities, County departments and similar entities in order to facilitate plan development, response effort coordination and exchanges of personnel and equipment. Attend local, state and federal emergency management activities to obtain experience and improve Union County's Emergency Preparedness Plan.
11. Keep informed of activities or changes that could affect the likelihood of an emergency, as well as those that could affect response efforts and details of plan implementation.
12. Participate in community education and public relations programs that involve emergency management.

MINIMUM QUALIFICATIONS

1. Completion of ICS 100, ICS 200, ICS 300, ICS 400, ICS 700 and ICS 800 courses within 6 months of hire.
2. Completion of FEMA Homeland Security Exercise and Evaluations (HSEEP) Course
3. Experience of general management, project management, program analysis, budgeting and finance.
4. Experience in dealing with disaster/emergencies as part of the Emergency Operations Center
5. Ability to communicate effectively in both oral and written English, to prepare accurate, concise, complete and informative written materials, and to make effective presentations to small or large groups.
6. Drivers license and defensive driving course within one year of hire.