

Emergency Manager

Division: Administration

Department: Office of Emergency Management

FSLA: Exempt

Job Classification: Classified, Range 35 \$40,935-\$51,169

Reports to: County Manager

Probationary Status: Twelve (12) Months

Safety Sensitive: Yes

SUMMARY OF JOB:

Under limited supervision by the County Manager, the Emergency Manager will manage all phases of Union County's Emergency Management Program to include but not limited to: mitigation, planning, training, exercises, response and recovery activities and any reporting necessary for emergency management.

ESSENTIAL FUNCTIONS:

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Researches the availability, applies for and manages a variety of grants from the New Mexico Department of Homeland Security; manages grants such as the Emergency Management Performance Grant (EMPG), Office for Domestic Preparedness (ODP) and any other available grants.
- Prepare grant proposals; sets up and maintains financial records and requirements; prepares reports and documentation for grants.
- Assists in the development of the annual budget for department.
- Assists in the development of tabletop, functional and full-scale exercises and emergency drills and emergency management training; prepares and maintains all documentation related to the exercises as required by state and federal guidelines.
- Coordinate and participate in the Union County Local Emergency Planning Committee and other committees as assigned; represents the County on the New Mexico Emergency Managers Association.
- Provides assistance with the maintenance and upkeep of the Union County Emergency Operations Center (EOC); ensures all materials and supplies are available; maintains the list of trained personnel that can be called upon should the EOC be activated.

- Responsible for the activation and operation of the EOC during emergency situations that arise and make available to the participating agencies all resources available.
- Prepare Public Service Announcements for distribution through a variety of media sources.
- Provides technical assistance in the development and maintenance of the Union County Emergency Operation Plan (EOP), the Threat and Hazard Identification Risk Assessment (THIRA), Union County Hazard Mitigation Plan, Cities Readiness Initiative (CRI) plan, County Shelter Plan and any other plans that support duties and obligations of the Office of Emergency Management. Train staff of the County and other agencies in the application of these plans.
- Disseminates information to the general public relating to all hazard preparedness.
- Develop, coordinate and analyze programs, policies, procedures, guidelines and objectives for emergency management.
- Establishes cooperative working relationships with various Federal, State and Local agencies, i.e. law enforcement, fire, communications, hospital, health, public works, schools, American Red Cross, OMI, Department of Homeland Security Emergency Management (NMDHSEM) , Department of Public Safety, Forest Service, BLM, utility companies and other authorities or agencies to mitigate, prepare, respond, and recover from unforeseen emergencies or disasters.
- Responsible for the proper administration of emergency notification systems and maintenance as needed.
- Responsible for recording and maintaining records of declarations and request for state or federal reimbursement.
- Attend local, state, and federal emergency management activities and training to obtain experience and improve Union County's Emergency Preparedness Plan.
- 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.
- Participate in community education and public relations programs that involve emergency preparedness and management.
- Develops and establishes relationships with various emergency contacts, resources, facilities, retail outlets, and private contractors; maintains current contact/resource list and directory; conduct periodic evaluations and complete Risk and Threat Assessment as required by NMDHSEM, for materials and equipment orders; disburse equipment and supplies to the appropriate agencies as received,
- Will act as emergency preparedness advisor for county and city governments.
- Appear before the Union County Board of County Commissioners, the Town of Clayton Board of Trustees, and other state or federal bodies to present plans, recommendations, projects, objectives, goals, timetables, and updates.
- Responds to emergencies that require the assistance of other agencies, including natural and man-made disasters; assists in coordination and management.
- Performs related duties, as assigned.
- Perform all duties with minimal supervision.

QUALIFICATIONS:

Citizen or legal resident of the United States who has reached the age of eighteen (18) years of age

- High school diploma or (GED) equivalent required
- Minimum of three (3) years related experience preferred
- Must possess and maintain a valid Driver's License
- Must pass a pre-employment physical and drug test and willing to participate in random drug testing.
- Be available to respond 24/7. Working flexible hours to accommodate emergencies.
- Exercise sound judgment at all times especially in emergency situations.
- Must be a resident of Union County.
- Must be able to complete ICS 100, ICS 200, ICS 300, ICS 400, ICS 700 and ICS 800 courses within 1 year of hire.
- Completion of FEMA Homeland Security Exercise and Evaluations (HSEEP) Course.
- Must be or become a certified Emergency Management Coordinator by completing "Professional Development Series" (3-year training program).
- Ability to communicate effectively in both oral and written English, to prepare accurate, concise, complete and informative written materials, and to make presentations to small and large groups.

PROFESSIONAL REQUIREMENTS:

Following a conditional offer of employment, successfully complete background investigation which may include, but is not limited to: criminal records search, driving record screening, reference check, and employment verification

- Report to work on time and as scheduled
- Maintain regulatory requirements, including all state, federal and local regulations
- Represent the organization in a positive and professional manner at all times
- Comply with all organizational policies and standards regarding ethical business practices in accordance with The Governmental Conduct Act, NMSA 1978, Chapter 10, Article 16 ("GCA")
- Participate in performance improvement and continuous quality improvement activities

WORK ENVIRONMENT:

Performance of duties typically occur in a comfortable office setting; occasional exposure to weather extremes or hazardous surroundings related to disaster or emergency field operations. Potential for considerable work environment stress associated with emergency operations and disaster management. Tasks require a variety of physical activities, not generally involving

muscular strain, such as walking, standing, stooping, sitting and reaching. Continuous talking, hearing and seeing required in the normal course of performing the job. Common eye, hand, finger dexterity required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminative thinking and creative problem solving. Periodic travel required in normal course of job performance.

KNOWLEDGE AND SKILLS:

- Knowledge of the principles and practices of emergency management.
- Knowledge of grant writing, management and reporting processes.
- Knowledge of the organization and operations of local government agencies.
- Knowledge of County policies and procedures.
- Knowledge in NIMS compliance requirements.
- Knowledge of the principles and practices necessary to plan, organize, direct implement, evaluate and coordinate complex and varied programs.
- Skills in establishing and maintaining effective working relationships with State, Federal, and other local officials, elected officials and County residents.
- Skills in developing and maintaining hazard assessment plans.
- Skills in providing training on specified emergency management topics.
- Skills in effectively supervising, leading and delegating tasks and authority.
- Skills in operating a personal computer and software applications.