

Kingsbury County, South Dakota

Job Title: Emergency Management Director

Reports To: County Commission

FLSA Status: Non-Exempt

SUMMARY

Under the direct supervision of the County Commission, the Emergency Management Director is responsible for performing professional and administrative duties in the development and maintenance of an Emergency Management Program for the County pursuant to SDCL 33-15 and other applicable State statutes.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Develop, organize, and conduct emergency and disaster preparedness training programs to ensure those officials within the county and emergency management volunteers are adequately prepared to respond to emergency situations in accordance with the county EOP.
- Ensure that the County Emergency Operations Plan is consistent with Local, State, and Federal government policies.
- Assure that the public is made aware of county emergency management programs and activities and assists in the development and review of such emergency plans.
- Develop and maintain a County wide communications and warning system.
- Develop and maintain a hazardous materials plan. Coordinate hazardous materials training and respond to all hazardous materials incidents within the County.
- Provide information and assistance to the Kingsbury County Commission, to municipalities, and individuals on matters pertaining to response, recovery, mitigation, preparedness and other Emergency Management issues.
- Assist in preparing and coordinating exercises for the emergency response agencies within Kingsbury County. Provide disaster and Incident Command System training for all local agencies. Provide training for County severe weather spotters.
- Develop and supervise a volunteer force of personnel to assist during times of emergency. Provide and maintain working relations with all community emergency volunteer services, acting as a liaison between these services and Emergency Management.
- Develop and maintain community relations programs including making presentations to service clubs and other community organizations, as needed. Address complaints and resolve problems.
- Develop and maintain an Emergency Operations Center for use during an emergency.

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- Apply for financial assistance related to administration, emergency operations, communications and warning systems.
- Administer Homeland Security, Law Enforcement, and other grants related to Emergency Management.
- Distribute spring/summer and winter storm campaign materials received from the State Office of Emergency Management. This includes ordering and maintaining the materials needed from FEMA.
- Develop a departmental budget for Emergency Management. Operate the budget for the department to meet fiscal accountability for local, State and Federal funding programs.
- Responsible for the preparation of office reports to include daily, monthly, quarterly, yearly, and monthly expense vouchers. Reports to appropriate agencies as deemed necessary.
- Conduct an initial dollar estimate following a disaster from the county, townships, cities and individuals to determine if a local and/or Presidential Disaster will be declared. If declared, assist with administering that disaster along with FEMA, the State and Local representatives.
- Functions as backup to the Administrative Assistant III in the Sheriff's department for when that position is out of the office. This includes, but may not be limited to:
 - Serving as receptionist greeting and assisting the general public and other people by answering the telephone, taking messages, and other questions relating to departmental and/or county operation and/or directing inquiries to the appropriate personnel.
 - Operating as dispatcher by contacting Sheriff's department personnel by phone as needed.
 - Assisting with completing fingerprint cards, pistol permit applications, and 24/7 SCRAM activities.

SECONDARY DUTIES:

- Attend training, seminars, workshops, and meetings as deemed necessary.
- Wear Personal Protective Equipment as deemed necessary.
- Assist co-workers in the office with their duties as deemed necessary.
- Perform duties in a manner consistent with safe practices and policies.
- Perform other duties and functions as deemed necessary.

MINIMUM QUALIFICATIONS and SKILLS:

- High School Diploma or G.E.D. Certification.
- Bachelor's degree in education, Administration, Industrial Safety or related fields preferred, or an equivalent combination of education and experience.
- Two (2) years' experience in safety, administrative and planning desired.

EXAMINATION, TESTING, AND CERTIFICATION

- Must possess a valid driver's license and must be legally authorized to work in the United States. As part of the hiring process, all employees are required to complete the Form I-9 and verify their identity and employment eligibility.
- Successful competition in written and/or oral interviews.
- Other such examination as deemed appropriate and necessary by the County.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to use hands to manipulate objects using fine motor skills, handle, or feel; the employee is regularly required to communicate.
- The employee frequently is required to stand, sit, and reach with hands and arms.
- The employee is occasionally required to walk and stoop, kneel, crouch, or crawl.
- The employee must regularly lift and/or move up to 10 pounds and occasionally up to employee's body weight.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job the employee is exposed to outside weather conditions during severe weather and emergencies.
- The employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, fumes, or airborne particles, toxic or caustic chemicals, and risk of electrical shock.
- The noise level in the work environment may be at times loud due to emergencies.

CONCLUSION

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. This is not an all-inclusive list of responsibilities, duties, and skills required of personnel. Further, this job description is not intended to limit or in any way modify the right of any supervisor to assign, direct, and amend the work of any employee under his/her supervision. I understand that employment is at the will of the employer and either the employer or the employee may terminate the employment with or without cause at any time.

I have received, reviewed, and fully understand the duties of the Emergency Management Director. I further understand that I am responsible for the satisfactory execution of the essential duties and responsibilities as listed herein.

Employee Signature

Date Signed

Department Head Signature

Date Signed

Commissioner in Charge

Date Signed