

Job Title: Director of Emergency Management

Department: Emergency Management Agency

Reports To: Starke County Commissioners and EMA Advisory Council

Approved by:

Approved Date:

General Description

The Emergency Management Director primarily serves as the Director for the Starke County Emergency Management Agency (EMA), and secondarily as the Americans with Disabilities Act (ADA) Coordinator. The individual is responsible for coordinating and working in conjunction with local and State government, healthcare facilities, private sector, community organizations, etc. to plan for and mitigate emergencies or disasters to minimize impacts to life safety, property, businesses and the environment. The candidate will also serve the County departments regarding ADA as needed.

Essential Job Functions

Duties include but are not limited to:

- Keeping the County Commissioners and/or the Emergency Management Advisory Council fully and regularly informed of EMA activities and plans.
- Driving and facilitating the development/improvement and support of the County's Comprehensive Emergency Management Plan as well as supporting documents and materials.
- Working closely with local government, emergency response units, community organizations, etc. to assess and identify capabilities and enhancing any deficiencies.
- Developing an inventory of assets and needs including personnel, equipment, and other resources that might be needed in the event of an emergency or disaster. ● Assisting in the development of mutual aid agreements and other cooperative emergency/disaster modes.
- Developing public education programs and information regarding emergency preparedness and recovery which may include public presentations as needed.
- Maintaining an awareness of hazards and thereby working with relevant factions to develop preplans , incident actions plans and recovery plans.
- Supporting and/or assisting the development of training for emergency response personnel and/or volunteers in EMA. Candidate will also participate in exercises and drills as needed.
- Candidate will locate and apply for alternative funding via grants, endowments, etc. ● Sitting on various boards and sub committees such as Local Emergency Planning Committee (LEPC) and serving as the secretary unless otherwise appointed.

- Collecting and delivering necessary relevant information and reports as required by local, State and Federal agencies
- Attending conferences, meetings and training exercises as required.

Knowledge, Skills and Abilities

- Must be able to access, interpret and apply local, State and Federal emergency management guidance, regulations, policies and procedures under complex scenarios.
- Must be able to supervise and coordinate assigned personnel assets and volunteers. ● Must be able to effectively communicate during routine and emergency situations with government personnel, volunteers, the public sector and the media.
- Must be able to prepare and manage a budget effectively
- Must be able to work autonomously with minimal supervision.
- Must be able to operate office equipment including computer, calculator, copy machine, as well as radio equipment.
- Must have all National Incident Management System (NIMS) certificates required by the position.
- Must have or achieve within 3 years the Professional Emergency Manager (PEM) designation.

Physical Requirements

- Candidate will be expected to be on call 24/7 aside from any approved vacation or leave.
- Candidate must be capable of physical movement that will include walking between office, emergency/disaster sites, stairs, uneven surfaces. and be able to lift heavy materials, books, computers, relevant gear etc.
- Candidate will be prepared to work extended hours away from home that can include nights and weekends.

Experience/Education/Qualifications

- Minimum - High School Diploma or Equivalent
- Must pass both pre-employment drug test and criminal background check (random drug testing per County policy)
- Must have a bachelor's degree or minimum 5 years experience in public administration, emergency management, disaster planning, firefighting, law enforcement or other emergency response background. .
- Must have a clean, valid Indiana Driver's License with no restrictions (except vision correction). ● Must meet the position requirements under National Incident Management System (NIMS).

Notes