

EMERGENCY MANAGEMENT DIRECTOR

CODES/PAY RANGE

Class Code: 3166 EEO Code: A FLSA: E Pay Range: C

MAJOR FUNCTION

Responsible management, administrative and technical work in directing the personnel and activities of the County's Emergency Management Services.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Plans, organizes, and directs all activities of emergency management. Appraises disaster preparedness.

Advises and assists officers and personally participates in dealing with the more difficult emergency management situations.

Receives and disposes of complaints. Attends meetings and public gatherings to explain the functions of Emergency Management Services and to establish favorable public relations.

Cooperates with local, state, and federal agencies in discharging assigned duties.

Administers a coordinated educational promotional program for disaster preparedness. Develops emergency operation plans and annexes, in accordance with Federal and State guidelines.

Acts as a coordinator of emergency services in the event of natural or man-made disasters.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the principles and practices of emergency management. Knowledge of the use of records and their application to the solution of disasters and emergencies.

Ability to plan, assign, direct, and supervise the activities of a division. Ability to establish and maintain effective working relationships with officials and the public. Ability to express ideas clearly and concisely, orally and in writing.

(Emergency Management Director continued)

MINIMUM QUALIFICATIONS

Bachelor's degree in Business or Public Administration, or related field, and five (5) years experience of progressively responsible experience administering and directing a major program or activity.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

ADA REQUIREMENTS

Physical Demands: Light to medium work. Ability to see, hear, talk, lift (20 lbs.), carry, push, stand, climb, crouch, balance, handle, fingering, pull, walk, crawl, kneel, reach.

Environmental Demands: Both inside and outside work. Potential hazardous work conditions. Ability to tolerate heat, inclement weather (rain, cold, humidity), water, odors, dust, poor ventilation, fumes, toxic fumes.

Mental Demands: Ability to read and comprehend professional, technical and scientific journals, manuals and procedures; safety instructions; financial reports; memos, letters, policies, and reports. Ability to perform shop math and general mathematical functions. Ability to write business letters, speeches, summaries and reports. Ability to speak clearly and concisely relating information, data and details to layman; conversant in theory and practices of discipline; public/extemporaneous speaking.

Revised 10/97
Replaces 10/94