

ROWAN COUNTY HUMAN RESOURCES

JOB DESCRIPTION

Job Title : Emergency Management Division Chief
Department: Emergency Services
Revised : July 2019

Class : Professional
FLSA: Exempt

This job description supersedes any prior description for the Emergency Management Division Chief classification.

GENERAL DESCRIPTION

Responsible administrative work in managing Emergency Management and Special Operations. Directs the various programs of the Division including the Emergency Management Program, Internship Program, Rescue Squad administrative duties, Incident Management Team, Emergency Operation Center, UAS Program, and Community Emergency Response Team (CERT). Exercises independent judgment and initiative based on Federal, State, and County policies and regulations. Supervision is exercised over volunteers, interns, and Rescue Squad staff. Supervision is received from the Chief of Emergency Services who evaluates work through analysis of program accomplishments and through periodic conferences.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Serves as the County's Emergency Management Assistant Coordinator including coordinating, mitigating, planning, responding to, and recovery from man-made and natural emergency or disaster situations; coordinates closely County Departments, municipal governments within the County, and First Responder agencies.

Serves as the County's representative to other State and Federal emergency management entities including the Department of Homeland Security.

Develops and maintains numerous emergency management plans including the Countywide Emergency Operations Plan, the County Government Continuity of Operations Plan, the Multi-jurisdictional Hazard Mitigation Plan, and oversight and coordination of a large number of smaller emergency action plans from the municipalities, and local public and private entities.

Serves on the County's Local Emergency Planning Committee.

Provides coordination of, and assures readiness of the Incident Management Team. Serves as Duty Officer by performing incident response functions including incident management and investigative support.

Responsible for readiness and functionality of the Emergency Operations Center; serves as EOC Director during EOC Activations; provides support and coordinates with outside agencies with regard to the EOC resources when required for other functions.

Assists with grants management workflow, monitors compliance and assists agency stakeholders, conduct briefs and presentations, provide quality control and support state and federal reporting requirements.

Supervises Division interns and volunteers; evaluates their work; handles disciplinary procedures concerning performance of employees; investigates and resolves complaints from the public.

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Performs administrative duties in the Emergency Management Division and the Rescue Squad including budget preparation, reviewing accounts payables, monitoring of the general ledger, scheduling, record-keeping, report generation, and personnel/supervisory matters.

Exercises a wide variety of responsibilities related to the planning, organization, management, and coordination of activities concerning EMS in the County.

Provides an informational service to the public on a wide variety of subjects involving emergency management by answering questions by mail, telephone, personal inquiries, speaking engagements, e-mail, website, and news media presentations.

Directs maintenance of vehicles and equipment in the EMS Division.

Performs as an Assistant Emergency Management Coordinator as needed or directed including responding to hazardous materials incidents and/or other natural and man-made major incidents.

Responsible for compliance with industry, state and federal regulations related to technical rescue services.

OTHER JOB FUNCTIONS

Attends meetings and conferences.

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

KNOWLEDGE, SKILLS, AND ABILITIES

Extensive knowledge of Federal, State, and County policies, procedures, and regulations pertaining to the various emergency management activities including Incident Command principles.

Experience using Emergency Management related software applications such as WebEOC, risk assessment applications, and mass warning notification systems.

Thorough knowledge of resources available for emergency management assistance.

Thorough knowledge of the capabilities and operation of microcomputers, system software, networks, Web EOC, and specialized department software applications, as well as a working knowledge of radio communication.

Thorough knowledge of Microsoft Office applications.

Ability to establish and maintain effective working relationships with the general public, volunteer service organizations, federal, state, and municipal and county officials, news media representatives, and fellow employees.

Ability to effectively communicate with various public groups, orally and in writing.

Ability to interpret, explain, and apply policies, procedures, and regulations to specific operating problems.

Ability to plan, direct, and evaluate the work of others.

Ability to exercise sound judgment in emergency situations.

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PHYSICAL REQUIREMENTS

Work in this class is may include sitting, walking, running, bending, stooping and lifting weights of approximately 65 lbs or less unassisted and weights over 65 lbs with assistance. Work may include both indoor and outdoor activity where

employee is exposed to elements of nature: cold, hot, rain, snow, sleet, ice, etc. Employee may be exposed to potentially hazardous situations. Work may include extended periods of time viewing a computer video monitor or operating a keyboard. Work includes operation of a motor vehicle.

NOTE: Must be able to perform all of the above functions unassisted by emergency situations at a pace and level of performance consistent with the actual job performance requirements.

EXPOSURE CONTROL

Work activity is normally performed without blood or body fluid exposure but exposure may occur in an emergency. Personal protective equipment should be available and used if an emergency arises.

MINIMUM EXPERIENCE AND TRAINING

Bachelor's Degree from an accredited college or university in Emergency Management or related area, and two years of experience in emergency management including experience in supervision; or an Associate's Degree from an accredited

college or university in Emergency Management or related area, and four years of experience in emergency management including experience in supervision; NIMS compliance with current standards as outlined in local compliance document, and a valid driver's license is required. Incident Management credential required (such as Incident Commander, Operations Section Chief, Plans Section Chief, Logistics Section Chief, Resource Unit Leader, Situation Unit Leader, Division Supervisor, Safety Officer, or Finance Section Chief); or ability to obtain certification within twenty-four (24) months of employment. Experience in Federal and/or State Grant Management is desirable.

**This job description does not create an employment contract,
implied or otherwise.**