

Department: Emergency Management

Position Title: Emergency Management Coordinator

Reports To: Phillips County Board of County Commissioners

Pay Grade:

FLSA: Non-exempt

Purpose of Position

The objectives of this position include developing the response capabilities needed in Phillips County in the event that an emergency should arise. Planning and training are primary activities conducted to effectively accomplish this objective. Plans, organizes and directs the Emergency Management programs for the jurisdiction; acts as the County's representative on all Emergency Management matters; and coordinates activities of the local Office of Emergency management Agency with other local agencies having Emergency Management responsibilities.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Coordinates response, recovery, mitigation, and preparedness activities for the county involving any type of disaster.
- Develops a local planning program and maintains the county all-hazard emergency operation plan, as defined by the State of Kansas guidelines. KSA 48-929
- Develops and maintains a regional hazard mitigation plan, as defined by the State and Federal guidelines.
- Implements a local technological hazards program which includes participation on the local emergency planning committee (LEPC) as well as development and coordination of a hazardous material protection system.
- Develops and maintains an active public education program, both through direct public presentation and with the local news media.
- Develops and coordinates a local exercise program to test the capability of the jurisdiction to implement the local emergency operations plan.
- Responsible as the Liaison between the National Weather Office in Hastings, NE and Phillips County.
- Develops and coordinates a local emergency management training program to include facilitating emergency training for governmental and volunteer emergency personnel as well as the coordinator's own professional training.
- Develops and coordinates a local hazard warning and notification systems.
- Coordinates all request for assistance to/from other jurisdictions, and the State and Federal governments during a disaster emergency.
- Identifies mitigation actions as necessary to prevent hazards or to lessen their impact.
- Coordinates all of the emergency personnel in Phillips County, and the coordination between Phillips County and the State of Kansas and the Federal Emergency Management Agency.

- Maintains and coordinates the Emergency Operations Center and activates the Emergency Operations Center as the EOC Manager when it is needed for an emergency response.
- Completes the National Incident Management System and Incident Command Training, and successfully completes each training course with a minimum of IS-100, I-800, IS-200, IS-300, and IS-400.
- Completes the Homeland Security Exercise and Evaluation Program (HSEEP) guidelines.
- Follows Statement of Work Guidelines for Emergency Grant Performance Grant, completes and submits all reports; recruits, trains and implements training and public education, modifies all plans as required; follows financial and administrative procedures for emergency management.
- Keeps the Board of Commissioners fully informed on all Emergency Management matters and acts as their representative in dealing with other governmental and private organizations concerned with Emergency Management.
- Reviews and makes recommendations to businesses, industry, hospital, and nursing homes on the preparation of their emergency plans to ensure they are workable within the framework of the local and state plans.
- Directs a public information program to keep all residents of the local jurisdiction informed about Disaster Preparedness activities.
- Develops and coordinates mutual aid agreements with other agencies and adjacent counties.
- On a 24-hour basis, responds to hazardous material incidents, bomb threats, severe weather alerts, and other natural or man-made emergencies.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the Department, they are not an essential part of the purpose of this position and may also be performed by other Department members.

- Other related duties as deemed necessary or as required

Minimum Education or Experience Required

Completion of a High school diploma or G.E.D. required. Preferred level of a bachelor's degree, or equivalent experience to be able to meet the standards for a disaster agency coordinator as provided in Kansas Administrative Regulation (K.A.R.) 56-2-2.

Preferred Education or Experience Required

Five to six years of related experience and/or training or bachelor's degree from a four-year college or university and one to two years related experience and/or training; or equivalent combination of education and experience. Course work in emergency response and/or emergency management experience is preferred.

Other Requirements

- 21 years of age, no criminal record, and be able to pass County and State background checks
- Must complete the Kansas Certified Emergency Manager (KCEM) within two years of hire.

- Must have or be able to complete HazMat Awareness Training provided by the Center for Domestic Preparedness.
- Must be able to complete training for ICS 100, 200, 300, 400, 700, and 800
- Must be able to attend and complete Continuing Education coursework
- Must have valid Driver's License
- Must have CPR Certification, or be able to complete training immediately after hiring.

Knowledge, Skills, Abilities

- Knowledge of the background and objectives of the Federal, State, County and Local Emergency Management programs, hazardous materials, and incident command structures.
- Skill in management needed to organize and coordinate activities of other persons, including being able to give and receive detailed important verbal instructions.
- Ability to work productively without direct supervision.
- Knowledge of operations of all emergency services in Phillips County.
- Knowledge of computer operation and necessary applications in emergency management.
- Ability of operate Computers and software necessary in emergency management needed to complete assignments which may include word processing, spreadsheet, databases, global positioning equipment, software downloads from systems, etc.
- Ability to work a variety of hours as required to respond to disaster emergencies.
- Ability to travel to attend training courses and emergency management conferences.
- Ability to communicate information gained from professional development workshops and training with Phillips County Emergency Response Personnel.
- Ability to communicate with the Board of County Commissioners.
- Skill in verbal and written communication.
- Knowledge of the structure, function, and interrelationships of State and Local governments.
- Ability to evaluate situations and exercise good judgement in decision-making
- Ability to read, analyze and interpret general reference documents, professional journals, technical procedures, and governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to calculate figures and amounts such as discounts, inters, commissioner, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardizations exist.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Ability to handle and resolve issues promptly and efficiently under extreme stress and situations, while delivering the highest level of customer services to Phillips County, the community and other departments or agencies.
- Ability to pass drug screening.

- Ability to reliably and predictably carry out duties.

Supervision

Responsible of the overall direction, coordination, and evaluation of one Phillips County department. Reports to the Phillips County Board of County Commissioners. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

Physical Demands

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

While performing the duties of this position, the employee is regularly required to sit; use hands to finger, grasp, handle, or feel; reach with hands and arms, and talk or listen. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch or crawl. Lifting, moving, pushing or pulling up to 10 lbs. does not generally occur, but may occur when lifting boxes, or other materials required for the Department. Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus.

Work Environment

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

While performing the duties of this job, the employee is occasionally exposed to toxic or caustic chemicals. The employee is regularly exposed to moving mechanical parts and fumes or airborne particles. The employee is regularly exposed to outside weather conditions; risk of electrical shock and bloodborne pathogens, and stressful situations. The noise level in the work environment is usually moderate to loud. This position is subject to serving on-call, and may work nights and weekends, overtime, and extended hours when necessary.

Equal Employment Opportunity

Phillips County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below; I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee

Date

Elected Official or Department Head

Date

Chair, Board of County Commissioners

Date

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.