

JOB DESCRIPTION

CALDWELL COUNTY EMERGENCY MANAGEMENT DIRECTOR (EMD)

PURPOSE: Full time position (minimum 40 hours per week required) to serve as an advisor to the Caldwell County Commission and other local leaders to collectively prepare their jurisdiction to protect, prevent, mitigate, respond to and recover from natural disasters and other emergencies. In addition, the EMD acts within the State response system, and in large events could contribute to the federal response system. It is not the purpose of this position to provide direct supervision to first responder elements within County during an emergency.

COMPENSATION: Annual salary of \$24,000 including County benefits.

REPORTS TO: Caldwell County Commission

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Maintain an Emergency Operations Center (EOC) as a site from which key officials can direct and control operations during an emergency.
- Maintain the comprehensive Emergency Operations Plan for Caldwell County.
- Develop a test and exercise program.
- Assist municipalities within Caldwell County in the preparation and maintenance of specific emergency operations plans for these jurisdictions.
- Serve as the single point of contact with the Federal Emergency Management Agency (FEMA) and State Emergency Management Agency (SEMA) for the following functions/activities:
 1. Coordinate, arrange for training and maintain certification in required courses – including those required as part of the National Incident Management System (NIMS) - offered by FEMA & SEMA including Professional Development Series from FEMA and other courses desired by Caldwell County and its municipalities.
 2. Pursue grant opportunities to include preparation of necessary documents and applications.
 3. Prepare an annual budget to include funds to be received from SEMA; prepare necessary statements of work and submit quarterly request for SEMA down funds.
- Work closely on a cooperative basis with the departments of local government and community organizations in developing emergency management plans and capabilities.
- Assist in the establishment of mutual aid or cooperative assistance agreements to provide needed services, equipment, or other resources in the event of an emergency.
- Prepare periodic activity and financial reports for review by the Caldwell County Commission.
- Safeguard and account for equipment as assigned.
- Organize and participate in a Citizens' Emergency Response Team (CERT).
- Support local activities of the Amateur Radio Emergency Service (ARES).
- Serve on the Caldwell County LEPC (Local Emergency Planning Committee).
- Maintain all required reporting for the Missouri Emergency Response Commission (MERC).
- Conduct educational sessions related to emergency management functions for various interest groups etc. within the county.
- Identify and analyze the effects of hazards that threaten Caldwell County and its jurisdictions.
- Work with local officials in the development of a hazard mitigation program to eliminate or reduce potential hazards.

- Develop and maintain emergency communications systems.
- Establish a system to alert key public officials and warn the public in the event of an emergency.
- Create Mutual Aide agreements with the township municipalities.
- Maintain the EOC Tier 2 reports.
- Participate in the Health Care Coalition meetings.
- Participate in the LEPC meetings.
- Participate in the Volunteer Organizations Active in Disasters.
- Perform damage assessments after an emergency situation has occurred.
- Complete a self-evaluation report every 6 months and present to the Caldwell County Commission.
- Other EMD responsibilities as directed by the Caldwell County Commission.

DESIRABLE PERSONAL TRAITS:

Possess the capacity to function effectively with minimal guidance from authorities, and to do so in a manner that does not convey an incursion into the rightful authority of specific jurisdictions. Ability to persuade, convince and/or train others, including the ability to act in a lead worker capacity. Ability to advise and interpret how to apply policies, procedures and standards to specific situations. Ability to communicate orally and in writing with citizens, business/industry personnel, County employees, volunteers, and Federal, State and local officials.

MINIMUM TRAINING AND EXPERIENCE REQUIRED:

Three years experience in a public safety field (first responder, emergency planning, law enforcement, etc.) or a Bachelor's degree in a related field, or any combination of education and experience that provides equivalent knowledge, skills and abilities. Must have good writing and computer skills. Resume required.

DESIRED LOCATION:

Preferably live within the boundaries of Caldwell County or the ability to adequately respond to an emergency situation in Caldwell County in a timely manner.