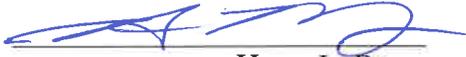


**HARDIN COUNTY FISCAL COURT
RESOLUTION NO. 2014-149**

BE IT RESOLVED, upon recommendation of Judge/Executive Harry L. Berry, with the concurrence of the Resources and Community Support Committee to approve the following job description revision:

1. Emergency Management Coordinator

ADOPTED, by Hardin County Fiscal Court in its regular meeting on 28 October 2014.


Harry L. Berry
Hardin County Judge/Executive

ATTEST:


Kenneth L. Tabb
Hardin County Clerk

**Hardin County Fiscal Court
Job Description**

Emergency Management Coordinator

October 28, 2014

**Emergency Management
Pay Grade 10**

Job Summary

The Emergency Management Coordinator serves as a backup for the Emergency Management Director in his absence. The EM Coordinator also performs various emergency preparedness and response duties and other responsibilities assigned by the EM Director as well as assisting in developing and maintaining the county's emergency operations plans (EOP's), standard operating procedures (SOP's), and mutual aid agreements as required. The nature of emergency management work requires extensive decision-making abilities under pressure and also requires a calm professional demeanor.

Major Essential Duties

- Possesses the ability to temporarily backup the EM Director in his/her absence
- Assists in developing and maintaining the county's emergency operating plan (EOPs), standard operating procedures (SOPs), and mutual aid agreements as required
- Prepares and annually updates Tier II, Tab Q 7s
- Performs various emergency preparedness and response duties and other responsibilities assigned by the EM Director
- Compiles emergency resource data from government and private organizations
- Distributes public notices to the media
- Prepares required reports and maintains documents related to EM operations
- Coordinates support of operations during declared and non-declared disasters
- Assists in providing pertinent information to local county and city officials, public safety officials and emergency responders concerning administrative, training, exercise development, damage assessment and/or search and rescue as it relates to Emergency Management

Minor Essential Duties

- Maintains and updates monthly claims for Emergency Management
- Assist in receiving payments to EMS and prepares check register for review and confirmation by the EMS Accounts Manager as necessitated by workflow
- Assist in answering incoming calls and directs them to the appropriate department or records message for return calls
- Occasionally performs second level review to account for completion of EMS Patient Care Reports
- Receives invoices and packing slips or work orders and prepares them for proper payment by Finance Department
- Prepares required purchase orders
- Establishes and maintains records related to all purchases

- Maintains inventory of supplies and material to ensure sufficient stock is on hand.
- Coordinates the maintenance and repair of department vehicles and equipment.
- Accurately records and processes department time sheets on a bi-weekly basis.
- Performs other duties as assigned.

Supervisory Responsibility

- None

Relationships

The Emergency Management Coordinator performs duties within the Emergency Management Department, under the direct supervision of the Emergency Management Director.

Qualifications

Education and/or Experience

- Graduate of an accredited high school or equivalent
- Experience in the operation of emergency services
- An associate's degree is strongly desired

Language Skills

- Ability to read, analyze and interpret policies, procedures, professional publications, and governmental regulations, financial reports, and legal documents.
- Ability to respond to sensitive inquires and complaints from regulatory agencies, business community members, and suppliers of goods and services.
- Ability to write reports, business correspondence, and policy and procedure documents.
- Ability to make presentations on complex topics to employees, business committee members, elected officials or other members of government.
- Ability to display strong oral, written and listening skills.
- Ability to handle sensitive issues.

Mathematical Skills

- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Ability to compute ratio and percent, and to draw and interpret graphs.

Reasoning Ability

- Solves practical problems while dealing with several abstract and concrete variables. Interprets an extensive variety of complex technical and instructional material.
- Makes reasonable and logical conclusions from information which may be conflicting or disjointed.
- Makes decisions which serve the County's best interest and impact the areas over which authority is exerted.

Certificates, Licenses, Registrations

- Must possess and maintain a valid Kentucky Driver’s License
- Must maintain training and certifications as required by KY OSHA
- Must maintain training and certifications as required by the Federal or State Emergency Management Agency including, but not limited to, emergency response, civil preparedness, exercise development, fire, damage assessment, earthquake mitigation, severe weather, and hazard identification and hazardous waste site worker training
- Must obtain and maintain other certifications and credentials as required by the Emergency Management Director and/or Kentucky Emergency Management

Other Knowledge and/or Skills

- Display mature judgment, courtesy, and tact in dealing with the public, elected officials and government employees
- Possess the following necessary knowledge, skills, and abilities to:
 - Operate complex communications equipment
 - Operate computers

Physical Demands

The physical demands described represents those required to successfully perform the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must maintain physical ability to perform the job as required or determined by a periodic physical exam. This policy will not infringe on rights provided by the American disabilities Act (ADA).

While performing job duties, the employee could reasonably be expected to:

Regularly (over 2/3 of regular work day)

Sit
Talk or hear
Use hands to type, handle paper, etc.
Reach with hands and arms
Lift and carry a minimum of 25 pounds
Squat and bend
Drive a vehicle

Occasionally (under 1/3 of regular work day)

Stand or walk
See hazardous list in Work Environment Section
Walk over rugged, uneven terrain

Vision requirements include close, distance, color, and peripheral vision, depth perception and the ability to adjust focus. This allows the individual the ability to differentiate skin colors and tones and the color of liquids and smoke.

Work Environment

Considerable health and physical strength requirements are necessary. Though safety and risk management measures are implemented wherever possible, there remain numerous unavoidable aspects of this position, which may place the individual at risk of personal harm or illness resulting from performance of his/her duties. Situations which may result in such personal harm or illness included but are not limited to:

- Driving an emergency vehicle using lights and sirens
- Response to accidents involving hazardous chemical spills
- Danger from moving traffic at highway/roadway accidents
- Response to environments including those involving chemical, radiological, biological or explosive hazards
- Exposure to medical waste
- Noise level is moderate to high
- Temperature level will vary from extreme cold to extreme heat
- Moisture level will vary from extreme dry to rain, snow, and ice conditions and may require immersion in water

Comments

- Must display the following:
 - Positive communication
 - Objectivity
 - Willingness to solve problems
 - Commitment to serve the county's best interests
- Must adhere to the applicable provisions of the Department Rules, Regulations, Protocols and Standard Operating Guidelines, the County Personnel Policy and Procedures Manual, the Hardin County Administrative Code, the Kentucky Revised Statutes, the Kentucky Administrative Regulations, and any other procedures, rules, regulations, and policies set forth by appropriate authorities.
- Must maintain confidentiality
- Must have personal integrity and remain free of felony convictions.
- Must be neat in appearance
- Must be 21 years or older

Date Approved:

October 28, 2014



Harry L. Berry
Hardin County Judge/Executive