

**HARDIN COUNTY FISCAL COURT
RESOLUTION NO. 2016-171**

BE IT RESOLVED, upon the recommendation of Hardin County Judge/Executive Harry L. Berry to approve a job description for the Deputy Emergency Management Director.

ADOPTED by the Hardin County Fiscal Court in its regular meeting of 9 November 2016.



Harry L. Berry
Hardin County Judge/Executive

ATTESTED BY:



Debbie Donnelly
Hardin County Clerk

**Hardin County Fiscal Court
Job Description**

Deputy Emergency Management Director

November 9, 2016

**Emergency Management
Pay Grade 16**

Job Summary

The Deputy Emergency Management Director performs various emergency preparedness and response duties and other responsibilities assigned by the Chief Emergency Services Officer or Judge/Executive. The Deputy Director assists 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

- Implements emergency preparedness programs initiated by federal and state government, by developing and directing comprehensive county plans for warning and response in the event of a disaster or emergency.
- Develops and maintain the emergency operations center as well as coordinating the emergency communications and warning systems. Provides training for individuals utilizing the emergency operations center and its plans.
- Identifies potential hazards facing the community and compiles required emergency resource and response data from government and private organizations.
- Coordinates the on-scene response of local agencies during emergencies or disasters.
- Assists with specialized work in developing and coordinating emergency management, such as fire, police, public works, communications, public information, and training.
- Compiles emergency resource data from government and private organizations.
- Provides pertinent information to local county and city officials, public safety officials and emergency responders concerning administrative, training, exercise development, damage assessment, and search and rescue as it relates to emergency management.
- Assists in developing and maintaining the county's emergency operating plan (EOPs) and standard operating procedures (SOPs) and mutual aid agreements as required.
- Ensures the annual updates of Tier II, Tab Q 7 (s).
- Ensures the preparation and maintenance of documents relating to EM operations.

Minor Essential Duties

- Maintains inventory of supplies and material to ensure sufficient stock is on hand.
- Oversees the maintenance and repair of department vehicles and equipment.
- Prepares required reports and maintains documents related to emergency management operations.
- Functions as the County Safety Coordinator.
- Performs other duties as may be required by the Chief Emergency Services Officer.

Supervisory Responsibility

- None

Relationships

The Deputy Emergency Management Director performs duties within the Emergency Management Department, under the direct supervision of the Chief Emergency Services Officer.

Qualifications

Education and/or Experience

- Graduate of an accredited high school or equivalent
- An Associate's Degree or comparable experience is strongly desired
- Completion of the following or equivalent training programs is preferred
 - FEMA Incident Management Training
 - Emergency / Disaster Planning Training
 - State Fire Rescue Training
 - Search and Rescue Training (Basic and/or Intermediate)
 - Water Rescue Training (Swift Water and Diving)
 - Confined Space Rescue Training
 - Emergency Response Driver's Training
 - Medically Trained

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 inquiries 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 Emergency Management Agency (FEMA)
- Must obtain and maintain other certifications and credentials as required by the Chief Emergency Services Officer or County Judge/Executive, such as:
- Certified Firefighter
 - Rope Rescue
 - Hazardous Materials

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 workday)

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.

Must meet the requirements of 29 CFR Part 1910 as it relates to medical clearance and the ability to wear hazardous materials equipment when required.

Work Environment

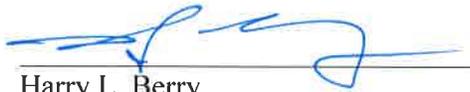
Considerable health and physical strength requirements are necessary. Though safety and risk management measures are implemented wherever possible, there remain numerous unavoidable aspects of this position, which may place the individual at risk of personal harm or illness resulting from performance 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 low to moderate
- 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 Personnel Policy 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 18 years or older

Date Approved: November 9, 2016



Harry L. Berry
Hardin County Judge/Executive