

**HARDIN COUNTY FISCAL COURT
RESOLUTION NO. 2023-115**

BE IT RESOLVED, upon recommendation of Judge/Executive Keith L. Taul, to approve revisions to the following job descriptions within the Emergency Management Department:

1. Emergency Management Director

APPROVED, by the Hardin County Fiscal Court in its regular meeting on 13 June 2023.



Keith L. Taul
Hardin County Judge/Executive

ATTEST:



Brian D. Smith
Hardin County Clerk

Hardin County Government

Job Description

Non-hazardous

Emergency Management Director

Pay Grade 18

STATUS	
Date: June 13, 2023	Department: Emergency Management
FLSA Status: Exempt	Reporting Authority: Judge/Executive
Supervisory Responsibility: Deputy Emergency Management Director	

Job Summary

This position performs various emergency preparedness and response duties and other responsibilities assigned by the Judge/Executive. The position is responsible for 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 requires a calm professional demeanor. This position is appointed the local emergency management director per KRS 39B.020.

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.
- Performs specialized work in developing and coordinating emergency management, such as fire, police, public works, communications, public information, and training.
- Develop, coordinate, and lead advisory team meetings with experts representing the county: Emergency Management, Police, Fire and Rescues Organizations.
- Maintain the structure for team meetings; policies/guidelines, action items, minutes, etc., including future plans for Hardin County Emergency Management
- Maintain internally and externally a quality communication plan.
- Prepare and Maintain departments budget based on future forecasted needs

- 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.
- Coordinates with county, regional and state entities to help facilitate growth and prosperity Apply for federal funding for emergency management planning, responses, and recovery, and report on the use of funds allocated
- Maintain Government facilities safety during emergency operations

Minor Essential Duties

- Keeps local officials and emergency responders informed concerning administrative, training, exercise development, damage assessment, and search and rescue issues/opportunities related to emergency management
- Conducts periodic business meetings with area emergency planning and response agencies as required

Qualifications

Education and/or Experience

- Graduate of an accredited high school or equivalent with five years or more management experience in the field of emergency services; or
- An Associate's Degree with one year or more of management experience in the field of emergency services
- Highly organized with excellent time management skills
- Possess the ability to quickly adapt to new idea, concepts and procedures
- Possesses the ability to exercise good judgement and a high level of confidentiality

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 County Judge/Executive 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 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 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 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 a resident of Hardin County
- Must be neat in appearance
- Must be 21 years or older

The above is intended to describe the general content of and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, requirements or responsibilities.

Date Approved: June 13, 2023
Status Box Change:



Keith Paul
Hardin County Judge/Executive