

*Job Description*

**Position:** Deputy Director  
**Department:** Department of Emergency Services  
**Job Code:** 1711  
**Pay Grade:** 13E (classified, exempt from overtime)

*Definition:*

1. Under general direction of Director, develops, organizes; plans and updates emergency and disaster preparedness programs and services
2. Assists in directing planning programs with the Planner
3. Assists with organizing, scheduling, organizing and/or teaching various emergency preparedness classes for Emergency Responders and members of the General Public.
4. Attends public meetings for presentations
5. Performs other duties as assigned.

*Typical Examples of Duties and Percentage of Time:*

40-50%

1. Prepares, develops and updates various County Emergency Plans and Suggested Operating Guidelines (SOGs)
2. Works with local and County agencies in training their personnel as to their role in disaster response
  - a. Responsible for maintaining the ORO training program as contractually agreed to with First Energy
3. Performs duties as may contractually agreed to with the Local Emergency Planning Committee

25-35%

1. May serve as Operations Manager in the Emergency Operations Center as provided in various plans
2. Provides operational and preparedness guidance to the Director of Emergency Services
3. Develops all types of disaster and emergency preparedness tabletop, functional and full scale exercises to test the various plans and guidelines
4. Develops plans and procedures and conducts training sessions and exercises as part of preparedness
  - a. LEPC required drills/exercises/tabletops
  - b. Develops a quarterly education segment for the LEPC meetings
5. Coordinates with adjacent and/or regional counties, the State of Ohio and various federal agencies on response to all types of natural, man-made and technological emergencies.

25-35%

1. Assists with the operation of the department by providing technical guidance to staff in the absence of the Director as it pertains to preparedness and in a back-up capacity to the Deputy Director – Planning.
2. Assists by representing the Director and the department at public meetings and at various community organizations in the absence of the Director
3. Tier 2 reporting for LEPC
4. Chemical Response Plan distribution
5. May sit on various County, State and/or regional ad hoc committees as it relates to preparedness.
6. Explains plans, procedures and Suggested Operating Guidelines (SOGs) of the agency as it pertains to preparedness
7. Responds to telephone, written, email and text messages and provides information to and consults with the public.

*Knowledge, Skills and Abilities:*

1. Basic principles and practices of emergency, disaster and hazardous materials response
2. State and federal laws and regulations regarding emergency disaster and hazardous materials response,
3. Research, analytical and report preparation methods
4. County government organization
5. Departmental rules and regulations
6. Governmental financing
7. Public speaking
8. Grant management
9. Organizing, coordinating and implementing complex programs and procedures
10. Use of personal computers and related software applications
11. Work with many entities during an emergency in order to resolve the situation
12. Deal with a large number of variables and determine/recommend specific courses of action
13. Prepare and maintain accurate reports and records
14. Develop, analyze and evaluate complex data and prepare written reports, recommendations and procedures
15. Communicate orally and in writing with government and private agencies and the public
16. Establish and maintain effecting working relationships with staff, local government officials, County government, state government, federal government, fire and police departments and other emergency response agencies and the general public
17. Handle sensitive and routine inquiries.

*Suggested Training Experience Requirements:*

Associates degree from a recognized college or university and 2 years of full-time paid experience in emergency or disaster preparedness administration; or any combination of education and experience that provides the requisite knowledge, skills and abilities for this job.

*Additional Requirements:*

Must pass (test negative) pre-employment drug test;  
May work flexible schedule, including evenings and weekends, based on needs of agency;  
Must possess valid Ohio driver's license and acceptable driving record;  
May be required to drive personal vehicle in the course of employment;  
Require vision (which may be corrected) to read small print;  
Requires the ability to work under conditions where exposure to environmental factors poses a limited risk of minor injury or illness;  
May be required to attend periodic meetings and/or to travel within and out of County boundaries to attend meetings;  
Is subject to inside and outside environmental conditions.

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Employee

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Date