

Director - Emergency Management Agency (EMA)

HURON COUNTY COMMISSIONERS, JOB DESCRIPTION

Title: Director - Emergency Management Agency (EMA)

Status: Unclassified, full-time, FLSA exempt

Job Summary: This is a full-time, exempt, unclassified position reporting to and supervised by the Huron County Board of Commissioners. The Director of EMA is responsible for the operation of the Emergency Management Agency for Huron County, ensuring the citizens of quick and able response in case of a disaster, including hazardous materials releases, nuclear or other attacks, acts of terrorism, power failures, and weather-related and naturally occurring emergencies, such as floods, tornadoes, blizzards, ice storms, wind storms, fires, and earthquakes. This position supervises a full-time Deputy Director and the 911 Coordinator.

Essential Functions:

- Performs emergency/disaster coordination in conjunction with other emergency agencies (fire, law enforcement, EMS) and political subdivisions in Huron County. Provides emergency management services on a contracted basis to political subdivisions. Develops county-wide emergency plans for emergency response to improve, coordinate, and eliminate voids in service through mitigation, preparedness, response, and recovery phases of emergency management.
- Administers and updates annually the Huron County Emergency Operations Plan and prepares an exercise of this Plan per state and federal requirements. Coordinates and assists the Huron County Local Emergency Planning Committee in the development or updating of a Hazardous Materials Response Plan for Huron County. Is responsible for the annual exercise of this Plan according to state and federal mandates.
- Serves as the Director of Homeland Security Office including all related federal grants allocated to EMA. Coordinates the implementation of the National Incident Management System, and implements programs derived from the Federal and State Department of Homeland Security.
- Administers and updates the Huron County Emergency Resource Manual and negotiates mutual aid agreements, political subdivision contract resolutions, and other contracts as required on behalf of the Huron County Emergency Management Agency. Interfaces with the American Red Cross, the Salvation Army, all emergency responder agencies, the Ohio EMA, the State Emergency Response Commission, various County, city, and village departments, political subdivisions, area hospitals and out-of-County emergency management agencies as needed.
- Performs duties outlined in the Huron County Hazardous Materials Response Plan/ Annex, including, but not limited to, the following: enforcement duties detailed in SARA Title III and ORC 3750; preparation of the annual chemical inventory; enforcement of all industry compliance with the reporting requirements of SARA Title III, interfacing with the Huron County Prosecutor and SERC enforcement activities, active membership in the Huron County LEPC, organization of training dates for ongoing hazardous materials training of emergency

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responders, preparation and coordination of the annual exercise of the Huron County Hazardous Materials Response Annex/Plan.

- Responds to emergencies as requested by fire, law, EMS, or any political subdivision.
- Gives EMA-related presentations to organizations as requested. Provides in-service training for various organizations upon request. Prepares press releases and interacts with the media on EMA activities. Represents Huron County EMA at various state and local meetings.
- Monitors compliance with state and federal statutes as they pertain to the Huron County EMA.
- Prepares budgets and completes special projects. Oversees Agency, committee, and Board budgets.
- Obtains grant funding by writing proposals, completing required paperwork, and gathering supporting documents. Administers secured grants and maintains budget and reporting requirements. Seeks opportunities for creative financing.
- Chairs, recommends membership to, and coordinates agendas and activities of the LEPC Committee, 911 Committee, Railroad and Highway Safety Committee, and EMA Advisory Board, Threat and Risk Needs Committee, and Advisor to Huron County Planning Commission.
- Other duties as assigned.

Preferred Knowledge and Skills:

- A combination of education and significant experience in emergency management, government, administration, or a related field.
- A thorough understanding of local government operations, emergency response, disaster control, and state and federal legislation relative to emergency management.
- Excellent written and oral communication skills as well as public speaking ability.
- Well-honed problem-solving, decision-making, and analytical skills.
- Ability to work well under stress, deadlines, and in life-threatening situations.
- Must be level-headed, self-motivated, and responsive.
- Must be able to function in a team environment.
- Must be on call 24-7.
- Must be able to perform all the essential functions of the position with or without reasonable accommodation.

Preferred Education and Experience:

- A Bachelor's degree or higher in public safety, government, or a related field.
- One to three years in public safety with a noticeable strength in emergency services field.
- Certification as a CEM.
- Proven track record in writing and/or administering grants

Equipment Knowledge/Use Required:

- All office equipment, including, but not limited to, computers, keyboards, telephone system equipment, copiers, scanners, recorders, projectors, and facsimile machines.
- Use of radio equipment will be expected.

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Work Environment:

- Work is performed in both indoor and outdoor environments.
- Work may be required under unfavorable conditions or extreme physical demands in times of emergency or disaster.

Sep '09, Aug '17