

# FULTON COUNTY EMERGENCY MANAGEMENT AGENCY

## EMPLOYMENT OPPORTUNITY

### AGENCY DIRECTOR

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This full-time position is authorized by the Board of Fulton County EMA.

**POSITION: AGENCY DIRECTOR**

**SALARY RANGE:** \$50,000 To \$56,000 DOQ + benefits, : vacation, sick leave, holidays pers

**ORGANIZATION:** Fulton County EMA

**EMA DUTIES:** Develop in conjunction with the EMA Board innovative strategies and recommendations for establishing goals, timetables, and procedures for Operations, Mitigation, Information & Recovery, Technical Support, Preparedness, Training & Exercises, Public Information, Data Management, Field Operations, Disaster Recovery, and Fiscal issues. Coordinate emergency preparedness activities provided in the County emergency plan. Develop domestic preparedness tabletop and full scale exercises to test the County's emergency response plan. Develop procedures and conduct training sessions and exercises in emergency preparedness for the County and first responders. Prepare and review the domestic preparedness grants from the U.S. Department of Justice and the Office of Homeland Security. Recommend the purchase of equipment, Prepare quarterly reports for grants awarded to County. Organize and hold meetings of the domestic preparedness planning team. Consult with and interact with Federal, State and Local officials including the LEPC Board, regarding the emergency program process, including and creating and maintaining lines of communication with appropriate officials, Regional staff, and FEMA personnel. Evaluate, and compile information relating to current emergency planning regulations and practices. Re-evaluates the County's emergency response plan based on the new risk assessment. Conduct a County-wide risk assessment as to potential disasters. Work with all County agencies in training their personnel as to their role in a disaster incident in the County. Provide information to, and consult with, the public. Attend meetings and training sessions as needed. Supervise support staff. EMS experience preferred, but not required. This director reports to and is under the direction of an independent board of directors.

**Job Standards:**

**QUALIFICATIONS:** Prefers bachelor's degree with major in public administration, emergency management or related field, or the equivalent in knowledge, skills and experience. Must have National Incident Management System certification in IS-700, IS-800, ICS-100, ICS-200, ICS-300, and ICS-400, or able to obtain upon hire. Experience with increasing responsibility in the areas of emergency/incident management, emergency dispatch operations, emergency response, or a related field. Responsible for coordinating the efforts of the Local Emergency Planning Committee (LEPC). Requires knowledge of and demonstrated skills in supervision/management, operational emergency communications technology, emergency resource and response management, contingency planning, and group coordination. Requires demonstrated skills in managing an organizational unit in an emergency environment. Must be well versed in public relations and possess excellent interpersonal communications skills to maintain effective working relationships within the agency, across multi-jurisdictional emergency environments and among emergency response organizations, and the public. Required to exercise sound judgment and calm handling of critical/stressful situations. Must have the ability to plan (long and short range) and implement agency goals and objectives, establish facts and formulate viable conclusions. Must have budgeting experience, ability to utilize management principles, and achieve

assigned goals with allotted financial and human resources. Must have and maintain a valid driver's license. --or education, training and/or experience in an amount equal to the Minimum Qualifications stated above.

**Additional Requirements:** Prepare and submit an annual budget, balancing revenues and expenditures, and ensuring efficient operations of the Department. Knowledge of basic principles and practices of emergency, disaster and hazardous materials planning and response, of Federal and State laws and regulations regarding emergency disaster and hazardous materials planning and response, of research, analytical and report preparation methods, and of county government organization, Skill in organizing, coordinating and implementing complex programs and procedures. Ability to develop, analyze and evaluate complex data and prepare written reports, recommendations and procedures, to communicate orally and in writing with government and private agencies and the public, to establish effective working relationships, and to legally operate a motor vehicle in Ohio.

May work flexible schedule, including evenings and weekends.  
May be required to attend periodic evening meetings and/or to travel within and out of county boundaries to attend meetings or to help with other regional events.

**REASONABLE ACCOMMODATION:** This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

Please send cover letter and resume to:

Attn: Teri Suarez  
Fulton County Board of Commissioners  
152 S. Fulton St. Suite 270  
Wauseon, OH 43567  
tsuarez@fultoncountyoh.com

**The Fulton County Government is an Equal Opportunity Employer.**