

## **PICKAWAY COUNTY BOARD OF COMMISSIONERS**

### **POSITION DESCRIPTION** An Equal Opportunity Employer

**POSITION TITLE:** Emergency Management Agency Director/E911 Coordinator  
**DIVISION:** Emergency Management Agency/Commissioners Office  
**CIVIL SERVICE STATUS:** Unclassified per ORC 124.11(A)(9), FLSA non-exempt  
**EMPLOYMENT STATUS:** FT/Reg  
**REPORTS TO:** County Administrator

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### **CRITICAL CHARACTERISTICS:**

- Efficient
- Accurate
- Persistent
- Demonstrates fiscal responsibility
- Demonstrates regular and predictable attendance
- Ability to manage multiple tasks and projects simultaneously
- Ability to maintain confidentiality of information

### **ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES:**

#### **EMA Director:**

- Coordinates, organizes, administers, and operates emergency management in accordance with the Pickaway County's plans and programs.
- Handles routine and specialized inquiries from the general public, public safety officials, community organizations, government officials, and others.
- Directs the development, implementation, and evaluation of programs and policies related to the mission of the organization.
- Manages grants, programs and projects related to the mission of the organization.
- Coordinates Homeland Security, Emergency Management Agency (EMA), and related programs, projects, and objectives with federal, State, and local government and other organizations.
- Assists and provides support to local safety services, local governments, and other groups as needed, including the Local Emergency Planning Committee (LEPC) and the 800 MHz County-wide Radio System Committee.
- Attends meetings, conferences and conventions as required or assigned.
- Maintains an accurate inventory and status of all EMA/Homeland Security related equipment, materials, and assets under the control of this agency.

- Provides coordination between local safety services and the county E-911 system.
- Prepares, presents and implements public safety and homeland security programs, workshops, meetings, literature, mailings, and public service announcements.
- Supports the Hazardous Materials Emergency Response Program (HazMat).
- Provides planning, development, implementation, training and coordination for the County's Emergency Management/Preparedness plans.
- Complies with all local, state and federal regulations regarding this position and appointment, including those established by Section 5502 of the Ohio Revised Code regarding Emergency Management Agency Directors.
- Oversees contract workers, consultants and volunteers as needed or required.
- Acquires additional continuing education, professional training or certification as required.
- Understands and implements policies, procedures, practices and regulations regarding emergency management and homeland security.

**E911 Coordinator:**

- Ensures that when a dialer calls 911, that the call goes through to the proper dispatching center or Public Safety Answering Point (PSAP).
- Ensures that all residents within Pickaway County have a house number.
- Updates Accuglobe 911 mapping software operated at the PSAPs to have most current address and road changes/additions.
- Works with the GIS Coordinator to keep the County's aerial imagery current.
- Assures that all dispatchers are trained in its functions and using the mapping software as an aid to their CAD software.
- Manages the Enhanced Wireless 911 Fund for the County including creation of purchase orders, paying invoices, direct deposits and end of year paperwork and ensures that the funds are used for projects/needs that are directly related to Enhanced 911 functions.
- Coordinates yearly meeting of the 911 Planning Committee to discuss the direction of the County 911 and plan for expenditures from the E911 fund.
- Maintains standard operating procedures for Pickaway County 911 system with collaboration with Pickaway County Sheriff and Circleville City Police Chief.
- Serves as the county liaison to all telecommunication carriers for all wired, wireless and VoIP (new carriers, name changes, consolidations, etc.) that provide end-user telephone services in the County.
- Researches and tracks applicable 911 legislation surrounding Next Generation 911, HB 361, etc. Stays current on all 911 naming conventions and data specifications.
- Manages the County Master Street Addressing Guide (MSAG) database for congruency to all other databases (e.g. geofile, telephone companies).

- Maintains direct access to Frontier database for all changes or additions to database and ensures that all streets, road and house ranges are accurate.
- Coordinates with designated PSAP contact to ensure that the local Geofile database is updated to match new land line customer data and other changes uploaded from the local phone company, Frontier.
- Communicates with local fire, police, EMS and EMA services to ensure that E911 issues, problems, complaints, relevant grants, dispatcher training opportunities, etc. are identified promptly.
- Oversees appointed individuals at each of our PSAP's that will represent point of contact for the E911 Coordinator when immediate concerns arise.
- Collaborates with PSAP IT departments and administration on future needs discussions of the PSAP to continue operations as well as to move forward with new technologies. Needs can include, but are not limited to, new vendors, equipment or software upgrades that would be paid for out of the E911 fund.
- Completes all audits/review paperwork from the state.
- Manages Emergency Service Number (ESN) assignment and work with local EMS and Fire Departments to keep district boundaries and MSAG ranges current and that all addresses fall into a specific ESN.

**POSITIONS SUPERVISED:**

- Deputy Director (contract employee)
- Community Emergency Response Team (CERT) volunteers

**QUALIFICATIONS:**

Bachelor's Degree required.

- Previous experience in law enforcement, fire safety or another emergency management field preferred.
- Must be an accomplished operator of personal computers, copiers, calculators and other standard office equipment.
- Must be proficient with Microsoft Office software including Word, Excel and PowerPoint.
- Must become familiar with departmental policies and procedures, office practices and procedures, county personnel practices and procedures, governmental structure and process, Civil Service laws, rules and regulations.
- Have the ability to communicate effectively, develop and maintain effective working relationships with associates, supervisors, officials and the general public, exercise sound judgment, maintain accurate records, interpret general instruction, and prepare meaningful, concise and accurate reports.
- Have ability and commitment to work with the public.

## **COMPUTER/TECHNOLOGY /SOFTWARE SKILLS:**

The following is the common technology used in this position and is not all inclusive.

Data Entry, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, intranet, electronic resources, internet, other miscellaneous County related software applications

## **EQUIPMENT OPERATED**

Copiers, digital scanning devices, digital camera, personal computer and peripheral devices in a networked environment, telephone, two-way radio, fax, laptop with LCD projector and Global Positioning Systems (GPS) devices, specialized tools and machinery related to public safety, emergency management, and homeland security (i.e. power generators, radiation monitoring equipment, etc).

- County vehicle provided – must have valid drivers license, clean driving record and ability to operate vehicle appropriately.

## **ADDITIONAL WORKING CONDITIONS**

- Evening/weekend meetings, workshops, or assignments may be required.
- Shall be available 24/7 by telephone, pager, radio, and/or by other means in case of disasters, emergencies, or other events as required.
- Occasional travel within the County and to neighboring Counties may be required.
- Must be able to drive in inclement weather.
- May be subject to dangerous and/or hazardous conditions during disasters, emergencies, or at other times.
- Requires physical ability to provide setup and cleanup of meetings, programs, and events; lifting weight up to fifty (50) pounds; ability to work for extended periods of time.

## **LICENSURE OR CERTIFICATION REQUIREMENTS**

- Valid Ohio Driver's License
- The Director shall complete the required courses for emergency management agency directors as prescribed by law within a definitive period of time after employment.
- Shall complete and maintain any present or future licensure or certification as required by law for this position within a definitive period of time after employment.

**SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS:**

A background check, pre-employment drug screen, and loyalty oath (O.R.C. 5502.21) are required for employment to allow access to the E911 database and EMA/Homeland Security information.

