

Full-time Emergency Management Director for Ashland County, Ohio

Job Functions: Plan and administer county emergency preparedness programs and activities, Homeland Security Program, and Local Emergency Planning Committee.

Meet and confer with city, village, and rural officials to develop disaster plans. Prepare and maintain fiscal and operational records. Secure and manage grants. Plan and perform various public awareness activities and programs.

Competent in operation of office machines and computer software programs.

Must possess good communication and public relation skills.

Salary commensurate with experience and qualifications.

Hours are from 8am to 4pm, Monday through Friday (35 hours per week). Evenings and weekends are required as needed.

Application deadline is 4:00 P.M. Friday, July 1, 2022.

Job Type: Full-time

Salary: From \$22.00 per hour

Benefits:

- Health insurance
- Paid time off

Schedule:

- Monday to Friday
- On call

Experience:

- Writing skills: 1 year (Preferred)
- Microsoft Office: 1 year (Preferred)
- Customer service: 1 year (Preferred)

License/Certification:

- Driver's License (Preferred)

Work Location: Multiple Locations

POSITION DESCRIPTION

EMERGENCY MANAGEMENT DIRECTOR

Immediate Supervisor: Ashland County Commissioners

Normal working hours: 8:00 a.m. to 4:00 p.m. ** On 24 hour call, 365 days a year

ASHLAND COUNTY

An Equal Opportunity Employer

<p>Responsible for emergency / disaster coordination in conjunction with other emergency agencies (fire, law enforcement, EMS) and political subdivisions in Ashland County. Provides emergency management services on a contracted basis to political subdivisions. Develops systems for emergency response to improve, coordinate, and eliminate voids in service through mitigation, preparedness, response and recovery phases of emergency management.</p>
<p>Develops, implements and updates Ashland County Emergency Operations Plan, as well as prepares exercises of this plan per State and Federal requirements. Coordinates and assists Ashland County Local Emergency Planning Committee in the development of Hazardous Materials Response Plan for Ashland County. Responsible for the annual exercise of this plan as required by State and Federal requirements.</p>
<p>Interfaces with American Red Cross, Salvation Army, all emergency responder agencies, Ohio EMA, State Emergency Response Commission, various county, city and village departments, political sub-divisions, area hospitals and out-of-county Emergency management Agencies as needed.</p>
<p>Performs duties outlined in the Ashland County Hazardous Materials Response Plan, including, but not limited to, the following: Provides enforcement duties detailed in SARA Title III and ORC 3750, prepares annual chemical inventory, provides enforcement of all industry to comply to reporting requirements of SARA Title III, interfaces with County Prosecutor and SERC enforcement activities, retains active membership in the Ashland County LEPC, organizes training dates for on-going hazardous materials training of emergency responders, prepares and coordinates annual exercise of Ashland County Hazardous Materials Response Plan.</p>
<p>Responds to actual emergencies as requested by fire, law, ems, and any political subdivision by request.</p>
<p>Addresses organizations for public speaking as requested, as well as provides training for In-Service training sessions upon requests from various organizations. Prepares press releases & interacts with media on EMA activities. Represents Ashland County EMA At various state and local meetings.</p>
<p>Responsible for required certification and training through State & Federal guidelines as required, for the position of EMA Coordinator. Monitors compliance with State and Federal statutes as they pertain to the Ashland County EMA.</p>
<p>Prepare budgets and special projects; Other duties as required and detailed.</p>
<p>Responsible for grant writing & documents for various funding for EMA and LEPC, as well as follow up administration and creative financing.</p>