

Hendricks County **Job Description**

Job Title: EMA Director

FLSA: Exempt

Department: Emergency Management Agency

Supervisor: Commissioners

PURPOSE OF POSITION:

Incumbent serves in the appointed position as Director for the Emergency Management Agency, responsible for developing, administering, and maintaining emergency response procedures prior to, for the duration of, and the aftermath of disasters within the County.

ESSENTIAL FUNCTIONS:

- Supervises and directs assigned personnel, volunteers and interns, including interviewing applicants, making hiring recommendations, planning/delegating work assignments, providing training and corrective instruction, evaluating performance, and maintaining discipline as needed.
- Advises the Hendricks County Board of Commissioners of emergencies/disasters and keeps the Board up-to-date on developments resulting from emergencies/disasters.
- Maintains primary and alternate emergency operations centers for public safety representatives and others to manage emergency/disaster situations.
- Develops, implements, and continually updates the Comprehensive Emergency Management Plan, defining emergency response procedures, equipment use and allocation, shelter and health care facilities, notification procedures for emergency personnel and the public, and emergency relocation data.
- Serves as a liaison in working with local government agencies, community organizations, and businesses/industries in reviewing and preparing individual plans.
- Coordinates with other public safety and volunteer organizations in maintaining a network of assistance available during emergencies. Negotiates mutual-aid agreements with public and private entities.
- Administers department budget, including authorizing payroll and other expenditures, monitoring and overseeing related records, and ensuring cost-effective operations.
- Develops, conducts, and critiques tabletop, functional and full-scale disaster and emergency drills for other County departments, volunteers, and public safety personnel in accordance with FEMA and IDHS rules and regulations.
- Oversees inventory and maintenance of vehicles and equipment used by the department, including purchasing, testing and distributing equipment, scheduling routine maintenance and minor repairs as needed, and ensuring maintenance of related records as required.
- Serves on the Hendricks County Local Emergency Planning Committee (LEPC) by serving as community emergency coordinator for the LEPC in response to hazardous

chemical releases, including maintaining and distributing current information, overseeing proper action and clean-up of emergency sites, and assisting in ensuring response team is well-trained and equipped. Coordinate with the State of Indiana Department of Environmental Management in regard of Hazardous Materials releases.

- Serves on the County Safety Commission responsible for ensuring compliance with OSHA regulations, and discussing and responding to other public and employee health and safety issues.
- Assists in coordinating activities during declared emergencies, maintaining communication with news media, volunteers, emergency personnel, and local, state and federal authorities.
- Manages severe weather monitoring and warning system, ensuring timely activation of signals.
- Prepares annual department budget and grant applications for state and federal funding, including reviewing current year costs, projecting next year's costs, and working/discussing with the Emergency Management Advisory Council and the County Council.
- Periodically makes emergency response speaking presentations, and distributes materials to various community groups.
- Periodically prepares and submits County applications for disaster relief as needed, and assists other jurisdictions as requested.
- Periodically attends relevant meetings and training.
- Serves on 24-hour call for emergencies, ensuring emergency operations center is staffed, operating phone and radio in communicating with various individuals and agencies, assisting key executives as needed.
- Prepare and administer grants, maintain accurate records, and prepare reports as required assemble information and make written reports and documents in a concise, clear and effective manner.

NON-ESSENTIAL FUNCTIONS:

- Performs related duties as assigned.

EDUCATION AND QUALIFICATION REQUIREMENTS:

- Minimum Associates Degree in Emergency Management, Criminal justice, public administration, Fire Science, or related degree field, with a minimum of 5 years of public safety, Emergency Management or related experience required; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.
- Supervisory experience is required.
- Must have ability to successfully complete training/certification requirements, such as hazardous materials, amateur radio, storm spotter, and FEMA/IDHS training.
- Thorough knowledge of the principles, practices and procedures and ability to make practical application of local, state, and federal emergency management regulations, policies and procedures during varied situations as well as the operations and functions of Hendricks County Government.

- Thorough knowledge of all applicable laws, ordinances, policies, standards and regulations pertaining to the specific duties and responsibilities of the job.
- Thorough knowledge of management and financial practices, administer policies, procedures, plans as necessary in the completion of daily responsibilities.
- Ability to properly operate and maintain department vehicles and equipment, including, but not limited to, /800 MHZ/VHF radios, radio scanners, global positioning equipment, command module, office and audio/visual equipment, including computer, printer, calculator, typewriter, telephone, fax machine, copier, digital/video/35mm cameras, overhead and slide projectors, and audio tape recorder.
- Working knowledge of and ability to make practical application of county geography and streets/ roads, weather patterns, disaster planning, hazardous materials, natural disasters, and fire, police, and emergency medical services.
- Working knowledge of English grammar, spelling, and punctuation, and ability to effectively communicate orally and in writing.
- Ability to provide public access to or maintain confidentiality of department information/records according to state requirements.
- Ability to comply with all employer/department personnel policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.
- Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.
- Ability to serve on 24-hour call and respond swiftly, rationally and decisively to emergency situations from off-duty status.
- Ability to regularly work extended hours, occasionally work weekend and/or evening hours, and occasionally travel out of town for meetings and training, sometimes overnight.
- Possession of a valid Indiana driver's license and demonstrated safe driving record.
- Received the three shot Hepatitis B vaccination
- Complete/Completed OSHA, Blood Borne Pathogen and subsequent training within 10 days of their initial job assignment per OSHA 29 CFR 1910.1030(f)(2)(i).

RESPONSIBILITY:

Incumbent's duties are broad in scope, involving many variables and considerations. Incumbent performs according to state and federal regulations and the emergency operations plan, exercising independent judgement in selecting the best methods to address varying emergency situations. Incumbent applies standardized practice to specific circumstances, where desired results are clearly indicated, and report unprecedented situations to Commissioners as needed. Incumbent must have the ability to work alone and with others in a team environment with minimum supervision, and maintain appropriate, respectful interrelationships with co-workers. Incumbent must plan and lay out assigned work projects, work on several tasks at the same time, often under time pressure, and complete assignments effectively amidst frequent distractions and interruptions. Incumbent must be able to understand and follow written and oral instructions/directions, and appropriately respond to constructive criticism.

WORKING RELATIONSHIPS:

Incumbent frequently communicates with a wide variety of individuals/agencies, including co-workers, volunteers, other County departments, related state and local agencies, public safety personnel, school corporations, and members of the public for purposes of exchanging information, interpreting/explaining policies and procedures, providing training and instruction, coordinating emergency response activities, and supervising personnel.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

Incumbent performs a majority of duties in a standard office environment involving sitting and walking at will, keyboarding, color perception, speaking clearly, hearing sounds/communication, and occasionally involving sitting for long periods and close vision. Emergency operations may occasionally involve hand ling/grasping/fingering objects, walking/standing for long periods, walking on uneven terrain, climbing over obstacles, working in high places, pushing/pulling/lifting/carrying objects weighing more than 50 pounds, crouching/kneeling, bending, reaching, far vision, depth perception, and exposure to inclement weather and toxic chemicals and fumes, for which safety precautions must be followed at all times to avoid injury to self and others.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT:

The job description for the position of EMA Director in the EMA Department describes the duties and responsibilities in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes_____ No_____

Applicant/Employee signature

Date

Printed Name