

**POSITION DESCRIPTION
COUNTY OF WHITLEY, INDIANA**

POSITION: Deputy Director
DEPARTMENT: Emergency Management
WORK SCHEDULE: 8:00 a.m. – 4:00 p.m., M-F
JOB CATEGORY: POLE (Protective Occupation, Law Enforcement)

DATE WRITTEN: December 2004
DATE REVISED: November 2018

STATUS: Full-time
FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Whitley County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Deputy Director for Emergency Management, responsible for developing, administering, and maintaining emergency response procedures in preparation in advance, during, and following disasters in the community and assisting Director.

DUTIES:

Coordinates field operations as directed during declared emergencies. Assists local businesses, churches, and community partners plan, train, and prepare for disasters.

Assists in preparing and implementing Comprehensive Management Plan, including preparing and distributing statement of emergency responsibilities of all local agencies and officials and disaster chain of command and conducts testing within County's jurisdiction.

Assists in developing and maintaining Hazardous Materials Response Plan in accordance with Indiana Emergency Response Commissioner and Local Emergency Planning Commission requirements.

Assists in training responders and coordinating hazardous materials incident operations.

Assists in developing and administering County and department operational procedures and policies and may be responsible to supervise emergency management personnel and volunteers on projects, exercises, and in real world events, including orienting new subordinates, planning/delegating work assignments, informing staff of organizational developments, and maintaining discipline/recommending corrective action as warranted.

Assists in preparing grants and foundation grant applications for state and federal funding, determining allocation of funds, securing deals with vendors, and purchasing necessary equipment.

Conducts routine maintenance checks of electronic and communications equipment, including, but not limited to, 800 MHz radios, VHF radios, amateur radios, antennas, sirens, emergency lights, and pagers.

Maintains vehicles and equipment, including testing and distributing equipment, scheduling and/or completing routine upkeep and minor repairs as needed, and ensuring maintenance of related records as required

Maintains accurate and detailed inventory of all equipment issued to and from department to other agencies or departments, submitting annual report as required.

Conducts volunteer recruitment, orientation, training and monthly meetings. Maintains records of volunteer hours, equipment issued, and training. Coordinates and instructs emergency awareness drills/training programs for volunteers and emergency service personnel as required.

Serves as department liaison communicating during routine and emergency situation with co-workers, volunteers, local, state, and federal emergency service personnel, law enforcement, County officials and members of the public, responding to inquiries and complaints, and periodically conducting public presentations to community groups regarding emergency management operations, and disseminating information to news media as needed.

Conducts and attends various meetings, including County Commissioners, County Council, City Government, Advisory Council, Local Emergency Planning Commission, Emergency Response Commission, and Emergency Management.

Answers telephone, determining nature of call, responding to inquiries and/or routing caller to appropriate individual or department.

Creates and utilizes variety of systems and mass notification software to alert public of emergencies to include Nixle, Facebook, Twitter, or other mediums.

Attends training sessions as required.

Serves on 24-hour call for emergencies.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED.

Ability to obtain and maintain Emergency Management Institute's Professional Development Series certification within one (1) year of hire date and First Responder/ CPR certification.

Ability to obtain Indiana Professional Emergency Manager program (PEM) within four (4) years.

Ability to meet all department hiring requirements, including passage of a medical exam and drug test.

Working knowledge of Standard English grammar, spelling, and punctuation and ability to develop/update department policies and procedures, prepare detailed written reports, and prepare and conduct public speaking presentations.

Working knowledge of current training programs and ability to develop and direct training of department personnel.

Working knowledge of radio frequencies, codes, procedures, and limitations.

Working knowledge of grant writing and administration and ability to compute and performs arithmetic operations, including developing operating budget.

Working knowledge of Microsoft Word, Excel, PowerPoint, and Access database, as well as local systems and software related to GIS.

Ability to work with the National Weather Service to monitor weather conditions through use of NWS Chat, mobile applications, and Storm Ready communication.

Ability to create and use variety of systems and mass notification software to alert the public of emergency, including, but not limited to, Nixle, Facebook, Twitter or other mediums.

Ability to effectively communicate orally and in writing with co-workers, other County departments, Whitley County law enforcement, fire departments, hospitals, churches, emergency service providers, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to use and navigate State of Indiana programs to include but not limited to WebEOC, iGMS, and Collector.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to provide access to, or maintain confidentiality of, department information and records according to state requirements.

Ability to properly operate and maintain all assigned vehicles, equipment, and uniforms and standard office equipment, including computer, vehicles, calculator, transcriber/dictaphone, camera, and radio.

Ability to understand, memorize, retain, and carry out oral and written instructions and present findings in oral or written form.

Ability to compare or observe similarities and differences between data, people, or things.

Ability to compile, collate, or classify data and analyze, evaluate, observe, diagnose, and investigate.

Ability to coordinate, place, make determinations, and take action based on analysis.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work rapidly for long periods, often under time pressure, and on several tasks at the same time.

Ability to occasionally work extended/ irregular hours, weekends, and/or evenings, travel out of town for meetings/trainings, sometimes overnight, and respond to emergencies on a 24-hour basis.

Possession of a valid Indiana driver's license and demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent applies standardized practices to specific circumstances where desired results are clearly indicated. Work priorities and schedules are primarily determined by supervisor. Incumbent receives indirect supervision with assignments guided by definite objectives, using a variety of methods or procedures. Periodically, decisions are made in the absence of specific policies and/or guidance from supervisor.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, Whitley County law enforcement, fire departments, hospitals, churches, emergency service providers, and the public for the purpose of giving and receiving information.

Incumbent reports directly to Director.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment and at various emergency scenes, involving driving, sitting/walking at will, sitting for long periods, lifting/carrying objects weighing over 50 pounds, pushing/pulling objects, bending/reaching, crouching/kneeling, close/far vision, color/depth perception, speaking clearly, hearing sounds/communication and handling/grasping/fingering objects. Incumbent is regularly exposed to hazards associated with various emergencies and natural disasters, such as inclement weather, toxic chemicals/gases, and downed trees and electrical lines. Incumbent may be exposed to potentially irate/hostile individuals. Safety precautions must be followed at all times to avoid injury to self and others.

Incumbent occasionally works extended/ irregular hours, weekends, and/or evenings, travels out of town for meetings/trainings, sometimes overnight, and responds to emergencies on a 24-hour basis.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Deputy Director for the Emergency Management department describes the duties and responsibilities for employment 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

Print or Type Name