

TITLE: LOCAL EMERGENCY MANAGEMENT DIRECTOR

JOB DESCRIPTION

This position is responsible for developing plans/procedures and coordinating activities associated with preparation for, response to, and recovery from any disaster/emergency affecting the health, safety, and welfare of county citizens.

RESPONSIBILITIES

Develops county-wide policies, plans, and procedures for the protection of lives, property, and the environment from any type of natural or man-made disaster which may occur within/near the jurisdiction; develops policies, plans, and procedures for the recovery of the jurisdiction following disasters; reviews, edits, and updates existing standard operating procedures; develops standard operating procedures to address various situations as needed; prepares and updates the Hazard Mitigation Plan. Coordinates emergency management activities with other county departments, other municipalities, other emergency agencies, public safety agencies, government agencies, utilities, businesses/industries, community organizations, outside agencies, or others as needed during emergencies; coordinates such activities as disaster planning, emergency procedures, training/exercises, disaster recovery, equipment operations, and coordination of efforts. Develops and maintains Memoranda of Understanding (MOU) with other agencies and adjacent counties; coordinates and follows up on MOUs and MAAs with local area jurisdictions.

Prepares local work plan and budget reports for state emergency management office, which qualifies the county for state/federal funds; prepares, reviews, and updates the Annual Work Plan for the state.

Provides education and information to the general public regarding emergency activities and emergency procedures; utilizes weekly newspaper articles, radio/television programs, and speaking engagements to increase public awareness of emergency plans/procedures and of the public's role in these plans; makes presentations to schools/colleges, civic organizations, and other community groups; answers citizen requests for information concerning emergency management plans/procedures.

QUALIFICATIONS

Educated in field of Emergency Management, High school graduate, Fire Science, Management, or closely related field; supplemented by three (3) years previous experience and/or training that includes emergency management operations, emergency/disaster planning, public safety, program management, budget administration, and public relations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid driver's license. Must obtain the Certified Emergency Manager (CEM) designation within 6 months of employment. The local director shall be a resident of the Commonwealth of Kentucky and the county served. Must meet requirements for state employment.