

Augusta – Richmond County

Job Description

Approved Title: Director, Emergency Management **Job Code:** _____ **FLSA Classification:** Exempt
Working Job Title: Director, Emergency Management **Pay Grade:** 31 **Date Revised:** New
Department: Emergency Management **Original Date Prepared:** January 13, 2025
Reports to: Mayor
Does the Position Have Direct Reports? Yes No
If Yes, What is the Title of the Position that Reports to this Position: EMA Specialist
Is this Position Safety Sensitive? Yes No

GENERAL SUMMARY: Responsible for Augusta, Richmond County emergency/disaster management. Identifies, evaluates, and establishes planning, development, and implementation of strategies for emergency/disaster management, including mitigation, preparedness, response, and recovery, within the guidelines of state, federal and local government ordinances. Reports to the Mayor and works with federal, state, and law enforcement agencies, other directors, emergency personnel, local elected officials, civic organizations, businesses, emergency management officials, and the public to provide fire department emergency/disaster management services.

KEY RESPONSIBILITIES AND PERFORMANCE STANDARDS	
Percentages	TYPICAL CLASS ESSENTIAL DUTIES:
20%	Consults with officials of local and area governments, schools, hospitals, and other institutions to determine their needs and capabilities in the event of a natural disaster or other emergency. Investigates total emergency readiness and modifies or implements new programs to enhance readiness capability.
20%	Coordinates with community officials and other department directors as necessary to ensure the effective administration of the emergency management program. Manage the Local Emergency Planning Committee (LEPC), under the criteria established by the Environmental Protection Agency’s (EPA) SARA Title II program.
15%	Coordinates the City's emergency management efforts and response measures with those at the federal, state and county levels and adjacent jurisdictions, serving as primary point of contact. Formalizes and updates mutual aid agreements and contracts with emergency response and private sector partners.
15%	Manage the Citizens Emergency Response Team Grant Program (CERT), which includes development of CERT Team’s and their databases, scheduling of classes, management of volunteers, and managing the liaison of the teams during activation of the Emergency Operations Center. Coordinates, develops, and implements the Emergency Operations Plan (EOP) for Augusta, Richmond County and updates at least annually; develops, coordinates, and manages emergency/disaster exercises.
10%	Ensures proper inspection and maintenance of facilities and equipment, such as the Emergency Operation Center (EOC), emergency shelters, and communications equipment, to determine their operational and functional capabilities in emergency situations. Review emergency plans of individual organizations, such as medical facilities, to ensure their adequacy. Monitor the Hazard Mitigation Plan (HMP) and HMP Planning Committee Events.
10%	Develops and sustains the Local Emergency Operations Plans (LEOPs) and SOPs to ensure ability of the agency to respond to various types and degrees of disaster which may affect the community. Attends meetings, conferences, and workshops related to emergency management to learn new information and to develop working relationships with other emergency management specialists. Participates in projects to support and improve government-wide disaster preparedness response.
10%	Presents status reports during an emergency/disaster that describe response and recovery efforts, needs, and preliminary damage assessments. Formulates, conducts, and maintains a jurisdictional hazard analysis.
As Required	Performs other duties of a similar nature or level.

100% Total: 100 **(This section’s percentage must total 100%).**

POSITION SPECIFIC RESPONSIBILITIES MAY INCLUDE:

- Operating/driving Mobile Command Post Vehicle

REQUIRED MINIMUM QUALIFICATIONS:

Education: Bachelor’s Degree in Emergency Management, Fire Sciences, Homeland Security, Public Administration or similar field of study.

Experience: Five (5) years minimum work experience in emergency management, military emergency operations, disaster planning for public administration in comparable size department/city.

Knowledge/Skills/Abilities:

- Knowledge of federal, state and local regulations concerning the four phases of Emergency Management and the National Incident Management Systems (NIMS).
- Considerable knowledge of emergency services (i.e., law enforcement, fire department, hazardous materials team, etc.) and management practices.
- Knowledge of Continuity of Operations (COOP) and Continuity of Government (COG) practices.
- Knowledge of governmental budgeting processes, grant application and reporting requirements
- Proficiency in planning, supervising, communicating, and implementing emergency procedures.
- Demonstrated ability to work independently
- Ability to resolve complex issues in a timely and complete manner
- Effective communication skills, both written and oral
- Skilled in developing short- and long-range plans.
- Ability to deliver presentations or speeches to a private or public audience.

Certification:

- GEMA Certified Emergency Manager Certification preferred or obtained within 6 months of employment.
- National Incident Management Systems (NIMS) Certification within 9 months of employment
- GEMA Advanced Emergency Management level certification within two (2) years of employment.

Licensing:

- Possession of a valid driver’s license with good driving history. If State license is other than Georgia or South Carolina, applicant must obtain a license in Georgia or South Carolina within 30 days of employment.

OTHER:

Does this position require staff call up in an emergency situation? Yes No

Is travel from office to other locations required of this position? Yes No

If yes, what is the percentage of travel involved? Less than 50%? Yes No More than 50%? Yes No

PERFORMANCE APTITUDES:

- **Physical Abilities:** Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching, crawling, and climbing ladders, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).
- **Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, taste, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.
- **Environmental Factors:** Although the work environment is primarily an indoor office work area, performance of essential functions may require exposure to adverse environmental conditions or stressful situations during disasters and emergencies.

FINANCIAL RESPONSIBILITY:

Is this position involved in a budgetary or financial approval responsibility? Yes No

If yes, please indicate size of budget or financial approval responsibility in annual dollar amount: \$ _____

TRAINING & SUPERVISORY RESPONSIBILITY:

How many people are being supervised or trained? None

One staff Yes No Two to five staff Yes No Six to ten staff Yes No More than ten staff Yes No

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

REVIEW/APPROVALS

Employee (Print Name)

Employee Signature

Date

Administrator

Date

Classification & Compensation Manager

Date

Human Resources Director

Date

DRAFT