

## **Staff Report**

**Subject:** Approval and publication of two new job titles and job descriptions for Emergency Management Agency (EMA)

**Author:** Sarah Mausolf, Director

**Department:** Human Resources and Risk Management

**Meeting Date:** May 6, 2025

**Item Description:** Approval and publication of two new job titles and job descriptions for Emergency Management (EMA)

**Summary Recommendation:** Staff request authorization to approve and publish two new job titles and job descriptions for Emergency Management Agency (EMA)

### **Executive Summary/Background**

Deputy Director- EMA: Manage, direct, supervise, and administer the daily operations of the Emergency Management Agency through the Director and oversee emergency management functions of preparedness, response, recovery, and mitigation. Work requires broad professional and comprehensive knowledge of Emergency Management and Homeland Security, including Local Emergency Operations Plan, Local Hazard Mitigation Plan, Emergency Operations Center readiness and operations, and Community Emergency Response Training (CERT). All work will be performed under the general direction of the EMA Director.

EMA Specialist: Coordinates programs and activities associated with preparation for response to and recovery from natural or man-made disasters or emergencies affecting citizens' lives and properties. Assists with the preparation and dissemination of the annual work plan, the county's emergency operations plan, and standard operating procedures for evacuation threats and disasters.

### **Alternatives for the Board of Commissioners to Consider**

1. Approve the job titles and job descriptions, authorize publication and distribution.
2. Disapprove job titles and job descriptions, and guide staff.

**Recommended Alternative:** Staff recommend Alternative 1.

**Other Alternatives:** None.

**Department Review:** County Manager, Emergency Management Agency (EMA), and Human Resources.

**Funding Source:** None

### **Attachments:**

- 1) Deputy Director- EMA Job Description
- 2) EMA Specialist Job Description