

<b>Job Title: Deputy Director (Emergency Management)</b>	<b>Job Code:</b>
<b>Reports to: EMA Director</b>	<b>FLSA Status: Exempt</b>
<b>Department: Emergency Management</b>	

#### **PURPOSE OF CLASSIFICATION**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

#### **Principal Duties and Responsibilities (Essential Functions\*\*):**

To manage, direct, supervise, and administer the daily operations of the Emergency Management Agency through the Director and to oversee emergency management functions of preparedness, response, recovery, and mitigation. Work requires broad professional and comprehensive knowledge of Emergency Management and Homeland Security to include 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.

- Plans, develops and coordinates public relation programs for school groups, community groups and provides educational and public relationship development within the county.
- Coordinates with schools, business, and industry to ensure emergency preparedness as requested throughout the community.
- Assists the Director in establishing and implementing operational goals, policies, and budgets for the department.
- Develops and implements contingency and procedural plans for the agency.
- Performs the duties of the Director in his or her absence as assigned.
- Establishes, maintains, and ensures compliance with standard operating procedures, policies, and regulations.
- Develops, implements, and evaluates training programs for personnel; develops training methods.
- Assists the Director in reviewing, investigating, responding to, and resolving complaints.
- Attends a variety of meetings, assigned by the Director.
- Assists in maintaining compliance with applicable local, state, and federal laws, ordinances, and regulations as related to emergency management.
- Assists in preparing per-event emergency response plans for special events as requested.

- Researches, applies for, and administers grants and alternative funding sources in coordination with other public safety agencies and the director.
- Conducts training and community outreach programs for the public.
- Serves as a representative and/or advisor for various emergency service department meetings and committees; attends workshops and seminars as directed to meet required certification training.
- Plans and conducts multi-agency emergency exercises to evaluate planning and preparedness; analyzes exercises for proficiency; identifies areas of improvement; develops and implements corrective actions.
- Performs other duties as assigned.

#### **QUALIFICATION REQUIREMENTS:**

- High School Diploma or GED.
- Bachelor's degree in a course of study related to the occupational field (preferred).
- Three to Five years of related experience (preferred).
- Valid Driver's License.
- Georgia Certified Emergency Manager.

#### **ELIGIBILITY REQUIREMENTS:**

Must be 18 years of age or older. No Felony or serious misdemeanor convictions. No serious traffic offenses within the previous 5 years

#### **CERTIFICATES LICENSES REGISTRATIONS:**

Possess and maintain a valid Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR). Completion of NIMS 100 200 300 400 700 and 800 preferred. Must obtain Georgia Certified Emergency Manager certification within 18 months. Must obtain Part 107 Certification (Drone Pilot).

#### **KNOWLEDGE SKILLS AND ABILITIES:**

- Ability to work effectively as a team member in providing excellence in customer service to the citizens of Effingham County.
- Knowledge of emergency management principles and practices.
- Knowledge of departmental and county policies and procedures and related federal, state, and local laws and/or guidelines.
- Knowledge of supervisory principles and practices.
- Knowledge of computers and job-related software programs.
- Knowledge of emergency communications principles.
- Knowledge of the National Incident Management System Incident Command System.
- Skill in developing and implementing response to man-made and natural emergencies.
- Skill in the analysis of problems and the development and implementation of solutions.

- Skill in the preparation of clear and precise administrative reports.
- Skill in oral and written communication.

## **PERFORMANCE APTITUDES**

### **Data Utilization:**

Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

### **Human Interaction:**

Requires the ability to function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels.

### **Equipment, Machinery, Tools, and Materials Utilization:**

Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

### **Verbal Aptitude:**

Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

### **Mathematical Aptitude:**

Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

### **Functional Reasoning:**

Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

### **Situational Reasoning:**

Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

## **ADA COMPLIANCE**

### **Physical Ability:**

These physical demands are representative of the physical requirements for an employee to successfully perform the essential functions of the Deputy EMA Director. Reasonable accommodation can be made to enable people with disabilities to perform the essential function of this position. These physical demands include, but are not limited to: While performing the job responsibilities, the employee is required to be able to lift at least 45 pounds. He/She must be able to stand and squat for extended periods of time. He/She must be able to stand, sit, squat, bend, and reach over his/ her head. Other physical demands include but are not limited to:

- Walking/climbing stairs.
- Climbing and balancing on equipment, step stools, and ladders.
- Standing or squatting.
- Able to lift a minimum of 45 lbs.
- Lifting and carrying equipment.
- Bending, twisting, pushing, and pulling while working on equipment.

### **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:**

Duties are performed in a variety of environments both indoors and outdoors. Administrative duties may require prolonged periods of sitting behind a desk or conference table in an office or communication room. Public speaking functions are performed indoors in auditoriums, gyms, churches, conference rooms, etc. Fieldwork may be in a variety of outdoor settings, which may result in exposure to adverse weather and environmental conditions. On emergency scenes the employee could potentially be exposed to heat, smoke, noise, dust, dirt, machinery, irritating chemicals, infectious diseases, inclement weather and hazardous conditions. The employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; and risk of electrical shock.

\*\* To comply with regulations by the American with Disabilities Act (ADA), the principal duties in job descriptions must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the manner in which they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job.