



Emergency Management Director (1148)

FLSA Status: Exempt

Pay Grade: 26

Safety-Sensitive: Yes

Purpose

The purpose of this classification is to plan, direct, and oversee disaster response and crisis management activities in order to mitigate, prepare for, respond to, and recover from major emergencies and natural, technological, or man-made disasters that occur within or impact Bulloch County.

Primary Responsibility

Provides excellent service, pursues continuous improvement, and exceeds expectations.

Typical Duties

Plans, directs, and oversees emergency management activities: assesses hazards and prepares plans and procedures to respond to emergencies and minimize risk to people and property; analyzes equipment, staff, and other resources available to respond to emergencies; organizes and monitors emergency response activities of staff, volunteers, and other responders; coordinates the sharing of emergency response resources and equipment within and across communities; oversees, monitors, and participates in phone calls, meetings, conference calls, emails, spontaneous visits, and inspections.

Develops plans for emergency preparedness and response: develops and communicates emergency response procedures; plans, conducts, and evaluates drills and practical exercises; plans, schedules, and/or conducts emergency response training; responds to changing technology in the delivery of public safety services; researches best practices; monitors local, state, and federal regulations impacting area of operations and ensures compliance with same.

Responds to emergency events and disasters: collaborates with fire, EMS, law enforcement, and public works agencies, community leaders, and others; secures and distributes resources; provides on-scene assessments and evaluations of emergency events; determines incident scope and impact; determines what resources and personnel will be required to respond to incident; coordinates the provision of assistance and supplies from outside the county; requests state or federal assistance when appropriate.

Communicates and collaborates with stakeholders: meets with local, state, and federal officials; develops and maintains relationships with county departments and officials, other local governments, schools, hospitals, utilities, and other organizations to determine needs and capabilities in the event of an emergency; provides input on and informs public about closures, evacuations, or the availability of public shelters; conducts or coordinates press conferences or other activities to keep the public informed; uses social media and CodeRED community notifications to disseminate information to the public; develops and distributes presentations, brochures, pamphlets, public service announcements and other relevant information for civic organizations, businesses, and the public.

Prepares and maintains documentation and records of emergency situations and response: reviews and updates emergency plans and related records; provides input related to disaster declarations; analyzes and prepares damage assessments following disasters or emergencies; serves as point of contact for state

and federal agencies for disasters and emergencies; applies for state or federal funding for emergency management planning, response and recovery; meets with state officials; hires consultants as needed.

Manages resources: maintains emergency operations center in a state of readiness should activation be necessary during a critical or emergency event; monitors and maintains inventory of supplies and materials; develops, defends, and implements emergency management budget, including establishing priorities for capital and material requirements; monitors expenditures to ensure compliance with approved budget; reviews and approves financial documentation.

Performs other related duties as required.

Minimum Qualifications

Bachelor's degree in Emergency Management, Public Administration, Risk Management, or a related field required; supplemented by five (5) years of progressively responsible management experience in emergency management operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid Georgia driver's license. Must possess and maintain Certified Emergency Manager certifications.

Performance Aptitudes

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

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 requiring complex and/or rapid adjustments.

Verbal Aptitude: Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

ADA Compliance

In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station. Response to emergency scenes may require performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that generally involves lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (up to 100 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions. Response to emergency scenes may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, smoke, temperature and noise extremes, hazardous materials, fire, unsafe structures, heights, confined spaces, machinery, vibrations, electric currents, traffic hazards, bright/dim lights, toxic agents, animal/wildlife attacks, animal/human bites, explosives, water hazards, disease, pathogenic substances, or rude/irate individuals.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.

Created December 2023