

Title: Cloud County Emergency Management Coordinator FLSA: Exempt

Reports To: Board of County Commissioners Department: Emergency Management

Status: Full Time

JOB SUMMARY: Under the direct supervision of the Cloud County Board of Commissioners, this exempt full-time position of Emergency Management Coordinator is responsible for planning, directing, coordinating, organizing, carrying out emergency planning preparedness, mitigation and recovery activities for Cloud County, including budgeting, complying with federal, state and local regulations, policies and procedures, planning for short-term and long-term objectives, and community cooperation within the County while delivering the highest level of customer service. To maintain this full-time status the normal work week includes 40 hours per week. For KPERS participation at least 1,000-hours per year must be met for requirements of the program. (i.e.: 20 plus hours of consistent and continuous work hours must be completed per week to participate.) It is required to reside within Cloud County to hold this position.

ESSENTIAL FUNCTIONS:

- Perform the requirements pursuant to K.A. R. 56-2-2 and K.S.A. 48-929 through 48-930 and related regulations and statutes as they pertain to County Emergency Management.
- Fulfill the duties of Director of Emergency Management as prescribed in Local Codes, State Statutes, and Federal Laws.
- The Emergency Management Coordinator must be available to work a variety of hours and be physically able to respond to disaster emergencies. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Coordinates the county's National Incident Management System (NIMS) compliance activities. Monitors progress and provides assistance, as necessary.
- Develops and manages the work of the Local Emergency Planning Committee. Applies for and manages the State and Local Assistance grant that partially funds the emergency management program.
- Represents the County on regional emergency planning and response activities and forums.
- Be able to travel to attend training courses and emergency management conferences, some of which require overnight stays.
- Have leadership skills to organize and coordinate activities of other persons.
- Have the ability to understand and work with State and Federal regulations pertaining to Emergency Management, Hazardous Materials, and Radiological Protection.

- Maintain open communications and coordinates with the Public Health Department, citizens of Cloud County, Cloud County Department Heads, County Personnel, other agencies and surrounding county emergency management departments.
- Required to become a Kansas Certified Emergency Manager within twenty-four (24) months as required by law. Certification by an approved National Emergency Management Association will also fulfill this requirement.
- Brief and advise the Board of County Commissioners and other elected officials on the various emergency situations.
- Maintain effective security measures and protection of confidential information.
- Develop and maintain an Emergency Operations Plan in accordance with Kansas Emergency Management requirements and disseminate the appropriate information to county departments.
- Establish and maintain an Emergency Operations Center (EOC) facility and assist key officials in conducting coordinated operations during an emergency.
- Respond to emergencies as necessary or as requested, including but not limited to; inclement weather, hazardous material spills, search and rescue etc. A county vehicle will be provided for emergency responses, and meetings/conferences.
- Have the ability to work without direct supervision.
- Develop the Emergency Management operating budget and oversee expenditures and revenues; prepare statistical and financial reports as needed.
- Maintain alert notification lists and weather spotter information.
- Prints and maintains employee identification cards from CRMS system
- Reviews and approves all invoices for department purchases prior to submitting them to the County Clerk for payment.
- Maintains a record of time worked and submits a time sheet on a weekly basis to the Cloud County Clerk.
- Maintains all required certifications by state law, and shall provide a copy to the Cloud County Clerk's office for personnel file.
- Consults with and advises the Board of County Commissioners on matters relating to department operations, including preparing an annual budget for the Emergency Management department.

MARGINAL FUNCTIONS:

- Work with all county fire districts to develop continuity and standardization.
- Serve as the county point of contact for the Department of Homeland Security and Emergency Management.
- Develop and maintain public safety and education programs to provide public awareness of personal safety and emergency preparedness.
- Coordinate the management of resources, including personnel, necessary to deal with and recover from disaster situations.
- Provide damage assessments and submit reports, as required.

- Be responsible for the preparing and administrating of Federal and State Grants.
- Coordinate the disbursement of Federal funds, such as disaster relief and grant funds, and equipment to local governmental agencies as related to Emergency Management and the Department of Homeland Security.
- Receive and maintain database information on a variety of critical issues, such as hazardous material (Tier II Reports).
- Prepare the semi-annual State and Local Assistance contract for reimbursement funding to the County, pursuant to K.A.R. 56-2-2.
- Perform other duties as deemed necessary or assigned.
- Build, maintain and exercise the strongest possible Emergency Management organization to protect the population of property before, during, and after any disaster.
- Develop and maintain Local Hazard Analysis.
- Be responsible for all Emergency Management equipment including Emergency Response Trailer and its contents.
- Oversees supervisory training certification of local fire districts.
- The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

SECONDARY FUNCTIONS:

- Be responsible for safety meetings and help Cloud County comply with safety ordinances and laws.
- Other related duties as deemed necessary or as required.

CERTIFICATIONS, LICENSES, REGISTRATIONS:

- Must possess a valid Kansas Driver's License at all times of employment with Cloud County.
- Proof of, or ability to obtain Kansas Certified Emergency Manager certification within of 24 months of hire.
- Continuing education required.
- Must be able to pass pre-employment drug & alcohol testing, and random testing throughout employment.
- NIMS certifications 100, 200, 300, 400, 700, and 800

REQUIRED EDUCATION AND/OR EXPERIENCE:

- High School Diploma or GED equivalent.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Computers, specifically personal computers, and software applications.
- Various other associated equipment.

- Ability to perform clerical skills.
- Ability to speak in front of public.
- Ability to concentrate on many different tasks at the same time, while there are constant interruptions, telephone calls, questions, etc.
- Ability to organize and lead personnel, volunteers, and partners.
- Ability to analyze field situations and determine appropriate action.
- Ability to handle and resolve any issue promptly and efficiently under extreme stress and situations, while delivering the highest level of customer service to Cloud County, the community and other departments or agencies.
- Must possess good oral, written and interpersonal communication skills.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. The work environment is primarily in climate controlled facilities. The employee may from time to time be exposed to adverse weather conditions, as the need arises in different emergency situations. The Coordinator should be available for contact by dispatch in as much as is reasonable. If the Coordinator is to be out of the area for an extended time, they should notify dispatcher of method of contact and notify Assistant Coordinator. This position is subject to call out and shifts outside of normal business hours.

PHYSICAL CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear or smell, stand, sit; use hands to finger, handle, or feel and reach with hands and arms, and walk. The employee is occasionally required to stoop, kneel, crouch, crawl, climb or balance. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

SIGNATURE AND APPROVAL

_____	_____
Employee	Date
_____	_____
Department Head	Date
_____	_____
Chairperson, BOCC	Date