

Emergency Management Directorship:
2015 (MinnCoadapted)

The Emergency Management Director performs technical and professional work in planning, organizing, training, exercising, and coordinating emergency management activities in the areas of preparedness, response, recovery, and mitigation as they relate to natural, technological, and manmade disasters, and acts of terrorism. The Emergency Management Director is responsible for the overall planning, operation, and supervision of the department. The incumbent provides leadership to establish and achieve effective and strategic vision for Emergency Management. Responsibilities include developing emergency operation plans; coordinating grants, emergency response plans, and volunteer workers; and directing the staff and activities of the Emergency Management Office. This is an appointive position; the incumbent serves at the pleasure of the Board of County Commissioners pursuant to SDCL 7-8-20 but is under the supervision of the sheriff.

Functions:

Leads the department in the planning, development, coordination and implementation of Emergency Management's policies, procedures, goals and objectives. Provides direction for the department through strategic short and long-term goal setting and planning. Directs the department's policies, procedures, and administration to ensure compliance with applicable ordinances and laws.

Develops, implements, and ensures compliance for numerous emergency operation plans. Surveys information during major events and identifies hazardous materials. Develops mutual aid contracts for emergency responses. Develops, participates in, and conducts training for disaster exercises. Assesses and identifies critical infrastructure for homeland security needs. Briefs the County Commission on required information relating to the Emergency Management Office.

Coordinates numerous grants by preparing grant budget worksheets and spreadsheets; ensuring the department is spending within established grant budgets; and auditing grants for compliance to federal guidelines.

Reviews applications and coordinates volunteer groups and storm spotters network.

Oversees and manages the maintenance and upkeep of office areas, building facilities, grounds, and emergency vehicles and equipment.

Preferred skills or qualifications:

Bachelor's Degree in public safety, public or business administration, or related field plus five years of experience in safety, education, or related field or equivalent combination of education and experience. Working knowledge of emergency management objectives, operations, procedures, and local government structures. Ability to develop, provide, and/or assist local emergency service agencies with training programs. Ability to communicate effectively verbally and in writing and establish and maintain effective working relationships with employees, other agencies, and the public. Ability to respond to emergencies 24 hours a day, 7 days a week, and

work a flexible schedule during emergencies, trainings, and other events. Ability to maintain professional appearance and demeanor

Experience with accounting and project management. Knowledge of or experience with emergency communication systems; emergency vehicle and equipment maintenance and usage; search and rescue; hospital planning; volunteer management and motivation; firefighting; hazmat; homeland security; and grant management. Ability to coordinate regional projects. Previous supervisory and budget management experience preferred.

In addition to the emergency management functions and duties, this position is also responsible for county coordination of 911 services provided by contract entities for the receipt and delivery of emergency communications.