**Hand County Job Description**

**Position Title**: Emergency Manager

**Reports to**: Board of Commissioners

**Job Status**: Full-time, salary

**FLSA Status**: Exempt

**Date Updated:** July 2018

**SUMMARY OF POSITION**:

The individual assigned to this position is responsible for managing and directing the administration of the County Emergency Management program as cited in South Dakota Code 33-15 to support and assure state of readiness of the emergency operations center. The purpose of the emergency management program is to develop and maintain a comprehensive integrated system in which to respond to, and recover from, known and unforeseen hazards or situations caused by an act of nature or man.

**ESSENTIAL FUNCTIONS:**

Emergency Manager:

*Local Emergency Operations Plan*

 Incorporate National Incident Management System, which includes the Incident Command System (ICS)/Unified Command System (UCS), into the Local Emergency Operations Plan (LEOP).

 Develop, review and update the LEOP to ensure it adequately addresses all-hazards and issues that may arise during an emergency/disaster/catastrophe (ex. sheltering, evacuation, people with disabilities and the elderly, public information dissemination, reporting suspicious activity, etc.)

 Identify resources including local, private, voluntary and mutual aid.

 Conduct planning meetings with agencies and neighboring jurisdictions to review and identify roles and responsibilities.

 Develop and maintain mutual aid agreements

*Disaster Response and Recovery*

 Assist with Preliminary Damage Assessments

 Submit an approvable Multi-Hazard Mitigation Plan.

 Maintain the Multi-Hazard Mitigation Plan.

 Schedule applicant briefings after a presidential disaster declaration.

 Schedule Public Officials briefings.

 Ensure the County Commission designates an applicant agent who will: Submit reimburse requests; including an invoice and proof of payment; and submit financial progress reports about local share quarterly expenditures.

*Operations*

 Designate and train a backup who can act in the emergency manager’s absence during an emergency/disaster/catastrophe.

 Submit periodic situation reports stake holders in local, state and federal positions as needed.

 Coordinate with local officials to issue emergency/disaster declarations as necessary.

 Coordinate local, private, volunteer and mutual aid resources. Once local government determines the event has exceeded its capability in terms of local public, private, and mutual aid, coordinate state and federal assistance through established procedures.

 Immediately notify the State Duty Officer when an emergency/disaster event is imminent, occurring or has happened.

*Homeland Security Program*

 Ensure funds are fairly and equitably distributed through an allocation process with county government entities and responder agencies. Many emergency managers involve the LEPC in the process.

 Account for fund distribution.

 Submit reimbursement requests, including an invoice and proof of payment.

 Submit spending plans for the State Homeland Security Grants

 Maintain grant records, including tracking the inventory of equipment purchases.

 Submit quarterly progress reports.

 Be available for audits of fund distribution and utilization.

*Emergency Management Performance Grant (EMPG)*

 Submit application and budget

 Submit a work plan.

 Complete the items and tasks in the Work Plan.

 Account for funds.

 Submit reimbursement requests, including proper documentation and proof of payment.

 Submit quarterly progress reports.

 Maintain grant records, including the inventory of equipment purchases.

 Be available for audits of fund utilization.

 Disclose EMPG updates to county commissioners

*LEPC*

 Coordinate a meeting for the Local Emergency Planning Committee according their schedules.

 Serve the catalyst of the LEPC; maintain Tier II information and remain knowledgeable about EPCRA and hazardous material programs.

*Training*

 Complete a training plan for county responders based upon Homeland Security Exercise and Evaluation Program results and NIMS training requirements.

 Coordinate ICS training.

 Complete a professional self development training plan.

 Recruit individuals to participate in training courses.

 Participate in the Annual Emergency Management Workshop and Emergency Management Association Workshop.

 Coordinate NIMS training.

 Coordinate Office of Domestic Preparedness training for first responders, either in-county, regionally, or out of state in a resident course.

*Exercises*

 Conduct at least one Homeland Security Exercise each year and submit an HSEEP Report.

 Conduct an annual exercise-planning workshop.

 Conduct a weather-related warning exercise

*Public Information/Training*

 Identify and train designated personnel to serve as Public Information Officers (PIO).

 Identify a location(s) for a Joint Information Center (JIC).

 Conduct public awareness campaigns to include: severe winter weather, severe summer weather and National Preparedness Month.

 Alert residence of severe or hazardous weather with NIXLE and radio announcements

*911 System*

 Designated as the Hand County 911 Coordinator

 Contract PSAPs to provide 911 functions to Hand County

 Budget 911 expenses

 Identify and resolve 911 problems

 Update and maintain the Master Street Address Guide (MSAG) and Hand County GIS data for the NG911 system

 Assign new 911 addresses for rural Hand County residence

 Collect 911 GIS data request forms to distribute a copy of Hand County GIS data

*Miscellaneous*

 Check and maintain courthouse generator in preparation of emergencies.

 Coordinate with volunteer agencies such as HAM radio operators, Red Cross, Salvation Army, and Senior Citizens.

**MINIMUM QUALIFICATIONS**:

Preference is given but not required to an applicant who possesses a Bachelor’s degree and two years of professional work experience in emergency management, education, public or business administration, operational planning or research. Professional work experience in emergency management, education, public or business administration, operational planning or research may substitute for the education requirement on a year-for-year basis. Must have the ability to communicate effectively, orally and in writing and have good public relations and work skills. Upon hiring, individual must complete the standard FEMA Independent Study courses (IS 100, 200, 700) and attend Incident Command (ICS 300, and 400) within twelve months of hiring and must complete the Professional Development Series through FEMA within 2 years of hiring. Successful completion of the interview process, reference checks and background investigation is required.

**WORKING CONDITIONS AND PHYSICAL DEMANDS**:

This position performs work in an office environment, without fixed or set patterns or shifts; ability to work extra hours is required at times. Individual must be able to lift up to 75 lbs and occasionally kneel, bend and reach. Must be able to see clearly (with or without eyewear), hear clearly to use radios and phones, and have the ability to speak clearly for verbal communication.

*\*\*\*\*\*Disclaimer\*\*\*\*\**

*The above statements are intended to describe the* ***general*** *nature of work performed for this position. They are not intended to be an exhaustive list of all required responsibilities and duties.*

**Emergency Manager**

Hand County is looking to fill the position of Emergency Manager. This position is responsible for managing and directing the administration of the County Emergency Management program to support and assure state of readiness of the emergency operations center and to develop and maintain a comprehensive system in which to prepare for, respond to, and recover from, known and unforeseen hazards or situations caused by an act of nature or man. Preferred minimum qualifications include Bachelor’s degree and two years of professional work experience in emergency management, education, public or business administration, operational planning or research. Professional work experience in emergency management, education, public or business administration, operational planning or research may substitute for the education requirement on a year-for-year basis. Successful completion of the interview process, reference checks and background investigation is required. Position is full-time and includes full health, retirement, holidays, sick and vacation.

Applications are available on the Hand County Emergency Management webpage. <http://hand.sdcounties.org/emergency-management/>

Interviews will be scheduled when possible and a candidate list will be presented to the county commission for review.

The current advertised gross salary is based on an annual pay of $34,138 or $2,901 per pay period. A six-month probationary period will begin at the starting date of employment followed by a performance evaluation with the county commissioners. All final salary figures are determined by the county commission. Any salary increase thereafter is set by the county commission.