

**Classification Title: Emergency Management Director**

FLSA Status: Exempt

**BRIEF DESCRIPTION:** Directs the activities of the Emergency Management Program, including planning, training, response and recovery activities. Develops and implements strategies for effective emergency preparedness. Serves as the manager for the emergency operations center when activated.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.*

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	M	Directs the Emergency Management Program, staying informed on current trends, practices, risks and vulnerabilities. Researches and establishes emergency management strategies.
2	M	Ensures emergency operations center's support systems are in place in case of activation.
3	M	Manages the public safety wireless radio systems. Reviews system use and diagnostics and oversees equipment compliance in accordance with federal regulations.
4	M	Manages the state and federal grant programs, providing guidance and oversight for grant contracts, purchases, administration and financial documentation.
5	L	Purchases tools and equipment and monitors expenditures. Projects budgeted expenditures and ensures compliance with County policies.

**CLASSIFICATION REQUIREMENTS:**

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Education	Bachelor's degree in Emergency Management, Public Administration, Business Administration or related field.
Experience	Four years experience in public safety administration.
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	Valid driver's license.
Reading	Advanced

CLASSIFICATION REQUIREMENTS	
Math	Intermediate
Writing	Intermediate
Managerial	Receives Limited Direction.
Budget Responsibility	Oversees budget preparation of department budget. Reviews and approves expenditures of significant budgeted funds for the department or does research and prepares recommendations for Countywide budget expenditures.
Supervisory / Organizational Control	Work requires managing and monitoring work performance of senior department managers including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing for the department.
Interpersonal / Human Relations Skills	Work requires very frequent and regular contact with others in a direct reporting relationship as well as others outside of a direct reporting relationship. The purpose of the contact is broad reaching and dynamic and may include the communication of specific issues and/or general policies. Interaction with others outside of the department requires exercising participative management and negotiation skills that support County strategy and organizational goals. Work also requires the communication with direct reports to ensure maximum productivity in work assignments. Makes presentations and answers questions with regard to presentation materials and findings.

**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light	Medium	X	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.		Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Communications equipment, computer, printers and related software

PRIMARY WORK LOCATION	
X Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors (see 1 below)	Other (see 2 below)

(1) N/A

(2) N/A

**PROTECTIVE EQUIPMENT REQUIRED:**

None.