



KOOTENAI COUNTY
 Established Date: Aug 26, 2015
 Revision Date: Nov 24, 2015

Director, Office of Emergency Management

Class Code:
 OEM - Director

SALARY RANGE

\$21.49 - \$29.66 Hourly
 \$1,719.19 - \$2,372.81 Biweekly
 \$44,699.00 - \$61,693.00 Annually

SUMMARY:

Summary: Serves as the principal Emergency Management Advisor to the Board of County Commissioners; directly responsible for Kootenai County's emergency readiness and planning for coordinated response and recovery from major emergencies and disasters. As the Commissioners' Authorized Representative, acts as the single point of contact for all local, regional, state and federal emergency management activities, and oversees application, implementation and compliance of all U.S. Department of Homeland Security programs and grants.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Essential Duties and Responsibilities: The following duties are representative of the general functions of the position. They are not intended to represent the entire functional capacity of the position:

- Conducts research, synthesizes complex information, formulates and follows plans;
- Defines, directs, plans, evaluates and implements Emergency Management and Homeland Security Programs;
- Builds and maintains collaborative relationships and partnerships with local, state, federal and private partners to assure coordinated, efficient and effective emergency management programs;
- Develops partnerships with heads of local government, community agencies and private industry organizations to secure collaboration in developing plans and procedures to build a disaster resilient and sustainable community;
- Defines and implements departmental goals, objectives and priorities and monitors progress in achieving such;
- Creates and manages the Office of Emergency Management's budget, identifies funding opportunities, applies for Homeland Security Grant Programs.
- Budgets, plans, organizes and conducts community disaster drills and exercises;
- Leads as well as provides guidance to grant sub-recipients to ensure that all federal and state grant (program) requirements are adhered to and monitors performance requirements throughout the entire grant cycle;
- Administers Homeland Security investment programs for Kootenai County and its municipalities to include planning, training, exercise, critical infrastructure protection, interoperability communications and regional collaboration.
- Directs office and grant sub-recipients to adhere to all federal, state and local regulations.
- Briefs BOCC and meets regularly with associated boards, committees and agencies on new developments in the emergency management field and status of local emergency management programs;
- Establishes departmental policies, procedures and practices;
- Ensures that all departmental policies, procedures and practices, and pertinent county policies and procedures are followed and that applicable state and federal standards are met;
- Interviews, hires, trains, supervises, evaluates, promotes, recommends merit increases for, disciplines, and dismisses as necessary, subordinate staff;
- Establishes and leads delivery of departmental training programs for staff, related agencies and community preparedness programs;
- Creates, manages and monitors annual budget;
- Defines long and short term needs to plan and budget for adequate provision of staff, equipment, and services in order to provide necessary and cost effective services;
- Develops memorandums of understanding that provide critical resources during emergency and disasters.

- Directs and manages Emergency Operations Center (EOC) readiness and operations by recruiting, appointing, training, and managing the EOC during activation;
- Administers the Emergency Alert System that provides emergency notifications utilizing major media sources;
- Advises and briefs public officials in preparedness and emergency situations;
- Directs comprehensive emergency planning that includes updating the county's emergency operations plan in accordance with Idaho Code;
- Partners with media to educate and gain public support and involvement in the county's emergency preparedness and planning activities;
- Administers preparedness programs that include managing a Speakers Bureau that publically presents emergency preparedness presentations and manages booths at fairs and other public safety events;
- Develops, maintains, revises, and updates Kootenai County Multi-jurisdictional All Hazard Mitigation Plan;
- Leads updates of the Kootenai County threat, hazard identification, and risk assessment to identify technological, natural and man-made threats, and mitigation strategy projects and actions;
- Leads multi-jurisdictional discussions to update, prioritize and implement mitigation projects and provide for critical infrastructure protection; lead Mitigation Committee meetings.
- Provides jurisdictions with current grant opportunities for funding and implementing mitigation projects.
- Creates and implements information sharing strategies and networks for local, state and federal agencies and private industry to share critical information during an emergency or disaster to ensure situational awareness.

During times of emergencies:

- Advises the BOCC on the need for declaring a County Disaster Emergency Declaration, and requests for state assistance;
- Advises the BOCC on the need to activate the county emergency operations center;
- Activates and manages county emergency operations center;
- Provides direction and control for county agency response efforts;
- Provides situational awareness to public officials, emergency response agencies, private industry and citizens;
- Directs and provides damage assessment status and reports
- Liaison with municipalities, the Idaho Bureau of Homeland Security of Homeland Security and FEMA to coordinate damage assessment and disaster recovery efforts.

MARGINAL DUTIES:

Must ensure attendance at the following as well as any other required meetings:

- Public Meetings
- OEM Council Meetings
- 911 Advisory Board (Board Member)
- Kootenai County Fire Chiefs Association meetings
- Citizen Corps Council of North Idaho (Board Member)
- Kootenai County Local Emergency Planning Committee (Board Member)
- Idaho Emergency Management Association (Member)
- Idaho Region 1 Disaster Preparedness Healthcare Coalition (Member)
- Represents Kootenai County at conferences and workshops

QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES - Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelor's degree from an accredited four year college or university in Emergency Management or other related field and a minimum of seven (7) years related experience and/or training; or equivalent combination of education and experience to possess the ability to plan, organize and implement mitigation, preparedness, response and recovery activities as they relate to emergencies and disasters; considerable knowledge of law enforcement, fire services and emergency medical services roles and responsibilities.

Possess a thorough working knowledge and understanding of state and federal emergency and disaster management regulations, policies and procedures that govern emergency management programs, and the roles of local government agencies, community organizations and private industry during a disaster.

Possess the ability to develop and maintain professional partnerships and rapport with partner agencies, community leaders, federal, state and local officials, and regional county emergency management offices.

Possess the ability to understand and implement conflict management strategies.

Possess the ability to obtain and assess situational awareness and to immediately respond with possible solutions and/or resolution.

Possess the ability to solicit, appoint, train and retain volunteers needed to augment the OEM.

Possess a thorough working knowledge and comprehension of the National Response Framework and National Incident Management System and the ability to function within the system.

- Preferred completion of the International Association of Emergency Managers Certified Emergency Manager (CEM) program;
- Preferred completion of all National Incident Management System (NIMS) minimum required training for emergency management personnel;
- Preferred completion of the Federal Emergency Management Agency's (FEMA) Professional Development Series of emergency management courses;
- Preferred experience working with the Federal Emergency Management Agency (FEMA), the National Incident Management System (NIMS), and the Incident Command Systems (ICS);
- Knowledge of policy formulation, implementation, and evaluation;
- Knowledge of and ability to utilize procedures and principles necessary to conduct a comprehensive public relations program;
- Ability to interpret laws, regulations, policies, procedures, and plans;
- Ability to establish and maintain effective working relationships with county, city, state, federal, non-profit, private, and other related officials;
- Ability to work cooperatively with FEMA and other organizations in the event of an incident;
- Ability to make formal presentations and present information clearly and concisely verbally and in writing.

Certificates, Licenses, Registrations

- Must possess or have the ability to obtain a valid driver's license and be insurable.
- Must satisfactorily complete required National Incident Management System training, and mandated classes by the Idaho Bureau of Homeland Security and Federal Emergency Management Agency as deemed necessary for the position, and complete other training programs by state and federal authorities as required.
- Must be able to possess training certificates within 12 months of hire on all Emergency Management and Homeland Security Grant Programs required training.

Supervisory Responsibilities:

Directly supervises full-time, part-time, temporary, interns and 75+ volunteers. Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems; terminating employees from their position.

SUPPLEMENTAL INFORMATION:

Language Requirements:

Ability to read, analyze, interpret, and apply procedures and information. For example: from journals, documents and manuals in a specialized field, financial reports, policy and procedure manuals, and legal documents and manuals; to respond to common inquiries or complaints from customers, regulatory agencies, or members of the community; to write original speeches and articles for publication that conform to prescribed style and format; to effectively present information to top management, public groups, and/or boards of directors; to read, write, hear, and speak in English.

Mathematical Requirements:

Ability to calculate figures and amounts using fractions, decimals, and percentages. For example: such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume; to apply concepts of basic algebra and geometry; to set-up intermediate level spreadsheet formulas.

Reasoning Ability:

Ability to solve practical problems requiring reasoning to deal with a variety of concrete variables in situations where only limited standardization exists; to interpret, identify, assess, or diagnose a variety of instructions or information furnished in written, oral, diagram, or schedule form and plan approaches that respond to problems or challenges; to adapt or modify existing systems, procedures, or methods to new situations; to find alternative solutions by weighing alternatives and developing action plans; to prioritize work and research information to complete work independently; to multi-task duties. Interruptions are infrequent.

Technology and Equipment Skills:

Proficient ability to use a personal computer and associated peripherals and use Microsoft Windows 2007 or higher, Microsoft Office products including Access Database, Word, PowerPoint, Excel, Outlook, Internet; and Logos. Possess the ability to use a telephone, facsimile machine, copy machine, printers, scanning devices, calculator and general office equipment; possess the ability to proficiently type 55 words per minute. Possess the ability to communicate on portable and mobile radios. Possess a competent ability for driving a motor vehicle.

SUPPLEMENTAL INFORMATION:

Physical Demands: 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.

While performing the duties of this job, the employee is frequently required to sit and use hands to finger, handle or feel; and is occasionally required to stand, walk, reach with hands and arms, climb or balance and stoop, kneel, crouch or crawl.

The employee must occasionally lift and/or move more than 25 pounds with or without assistance, and with or without the aid of devices and/or equipment designed to assist in the lifting effort.

The noise level in the work environment is usually moderate.

Required to respond for emergency operations; may work 12 hour shifts/7 days a week during emergency operations; and may be required to attend early morning or evening meetings on a limited basis.

Other Skills and Abilities: Ability to work calmly under extreme stress and emergency conditions.

Ability to communicate effectively with and inform local, state and federal officials on the status of county emergency operations and to make recommendations on the allocation of resources needed to support said operations.

Ability to be on-call 24 hours per day, 7 days per week and available during emergency operations for the duration of the emergency or disaster, either on site or in the emergency operations center, which may include, but is not limited to, not returning home for several days during operations.

OTHER QUALIFICATIONS:

Other Qualifications:

Must successfully pass the County's pre-employment and subsequent drug tests. Must undergo and successfully pass a background and criminal investigation.

Prepared By: Emergency Management Manager
Reviewed By: Human Resources

Date: 3-12-14
Date: 8-26-15