

Jessamine County Fiscal Court Job Description



Deputy Director – Emergency Management

Location: Jessamine County, Kentucky

Department: Emergency Management

Type: Full Time

Salary Grade: 9 - \$54,904 starting

Reports to: Director of Emergency
Management

Date Approved: 06/18/2024

Position Summary:

Under the supervision of the Director of Emergency Management/Homeland Security the employee is involved in the planning, directing and coordination of the activities falling within the responsibilities and duties of the department. The work involves clerical, communications, supervision of subordinate and volunteer personnel as well as assuming a leadership role in emergency operations during crisis and disaster response. The Deputy assumes the responsibilities of the director in his/her absence. Work is performed under general supervision of the director but is free to develop own work sequences within established policies and procedures.

Key Responsibilities:

- Coordinates the ongoing update and maintenance of the county's Emergency Operations Plan (EOP), in partnership with stakeholders and in compliance with state planning standards.
- Coordinates with stakeholders and the State of Kentucky to develop and/or maintain other plans, such as Continuity of Operations plans and Hazard Mitigation plans.
- Maintains proficiency in state planning standards and federal guidance, including such things as vulnerable and functional needs planning; works to safeguard the county's eligibility for certain funding opportunities through compliance with these standards and guidelines.
- Maintains the department's situational awareness of personnel, resources and partners that can and will support the county during an emergency or disaster; ensuring that information is available and accessible during EOC activations. Includes maintaining the department's Memorandums of Understanding (MOUs), as needed.
- Consults with local jurisdictions and other agencies/entities on their planning activities, providing subject matter expertise.
- Manages the maintenance and upkeep of all department vehicles and equipment, ensuring a constant state of readiness, especially of deployable resources.
- Assists with the coordination of the EOC when activated.
- Assists in the administration of the department's volunteer program, ensuring members' records and credentials are maintained and the teams are adequately equipped and supervised.
- Provides support to the Local Emergency Planning Committee (LEPC) as Treasurer and Information Coordinator, assisting the LEPC Chairperson in managing the functions of the committee.

- Maintains proficiency in hazardous materials regulations and response topics, including the provisions of the Emergency Planning and Community Right to Know Act (EPCRA).
- Manages the issuance of identification badges for personnel and equipment under the state's accountability system (CRMCS).
- Assists with coordination of severe weather activities, storm spotters, NWS reporting, weather radar data interpretation;
- Responds to and assists with emergency management/homeland security functions in time of emergency or disaster;
- Assumes duties of the director in his/her absence;
- Performs other duties as deemed necessary or assigned.

Qualifications:

- Certificate, License: Certification as Kentucky Emergency Manager within twenty- four months. Valid driver's license. Hazardous Materials Operations certification within one year.
- Required Education and/or Experience: Four years related experience, High School Diploma or G.E.D.; or Bachelor's degree; or an equivalent combination of education and experience.
- Employee is expected to have acquired the necessary information and skills to perform the job reasonably well after one year in the position. Experience in emergency management, emergency services, and emergency planning. If not a county resident, must live within approximately a 30-mile radius of the county EOC.

Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is exposed less than one third of the time to conditions such moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals and outside weather conditions. The noise level in the work environment is usually loud. This position may be called out in an emergency.

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

While performing the duties of this position, the employee is regularly required to sit; use hands to finger, grasp, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. Lifting, moving, pushing or pulling up to 10 pounds does not generally occur. Specific vision abilities required by this job include close vision, color vision, depth perception, distance vision and ability to adjust focus. Use of hands, wrists, and fingers are primary for computer and writing skills.