

Date Posted: 9/13/16
Department: Sheriff's Office
Job Title: Office of Emergency Management Director
Location: Kiowa
Salary: \$52,000 - \$60,000 annually
Applications accepted until: 9/27/16
Elbert County is an Equal Opportunity Employer
If interested, please submit application and resume to:
Elbert County Government,
215 Comanche St., PO Box 7, Kiowa, Colorado 80117
Or email: dianna.hiatt@elbertcounty-co.gov
For more information, please call 303-621-3150



OFFICE OF EMERGENCY MANAGEMENT DIRECTOR

Department: Sheriff's Office
Approved: July 2016

Salary: \$52,000-\$60,000 DOQ
FLSA: Exempt

SUMMARY DESCRIPTION

This is a highly responsible position with limited supervision required to perform professional emergency management work. The Office of Emergency Management (OEM) Director reports directly to the County Sheriff and works closely with the County Manager. Work involves coordinating and networking with other departments, local, state and federal agencies, fire and special districts, and law enforcement agencies on emergency management issues; identifying potential emergency hazards within and surrounding Elbert County; developing appropriate strategies and action plans; communicating with the Board of County Commissioners, other County and local officials, and the public; conducting emergency management education programs; and participating in planned simulated or actual disasters.

JOB DUTIES INCLUDE

(The following examples are illustrative only and are not intended to be all-inclusive.)

- Participates in the development and identification of strategic initiatives in support of the County's goals; recommends strategies and tactics for goal achievement
- Identifies, networks and coordinates with other county departments, law enforcement agencies, local governments including fire and special districts, State of Colorado departments including the Colorado Division of Emergency Management (CDEM), the Federal Emergency Management Agency (FEMA), and other federal agencies regarding County and regional emergency management issues and plans
- Identifies potential county emergency management issues and hazards; develops appropriate strategies and action plans; recommends approval and implements plans
- Acts as the County Emergency Management Coordinator during simulated or actual disasters; participates as appropriate or according to the plan in county emergency response activities; responds to critical locations
- Communicates with the County Sheriff, County Manager, elected officials, other officials and the public on events or disasters; works with the Public Information Officer and others to prepare news releases and respond to media interviews, questions and official communications

- Conducts emergency management training and/or education programs for community agencies and associations, staff, schools and others as requested; networks with other agencies to disseminate information regarding County policies, services and programs
- Coordinates and participates in exercises to test emergency response plans and capabilities of community organizations, hospitals, governments and other agencies and transportation systems
- Serves on a team to investigate and analyze the level of response; prepares reports as required or directed; oversees recovery functions
- Develops annual budget proposal related to emergency management; monitors expenditures and approves purchases within authority
- Utilizes computerized data entry equipment and various software in the preparation of reports and graphic presentations
- Serves on a variety of committees as required or requested
- Supervises staff as assigned
- Performs any and all duties as assigned

INDEPENDENT JUDGMENT

Work is performed independently with minimal oversight. The incumbent is given a great deal of latitude and individual judgment in selecting the proper means to achieve the desired results.

QUALIFICATION REQUIREMENTS

Bachelor's degree in business administration, public administration, emergency management or related degree, or three years of progressively responsible related experience preferred.

Training or certificates in the following areas are preferred: CPR, State of Colorado Hazardous Material Operations certificate, Incident Command training/certification, Community Emergency Response Team (C.E.R.T.) training/certification, professional development training in community risk issues, emergency preparedness training, etc.

Three years of experience in emergency services field, including law enforcement, fire or emergency services that includes emergency preparedness including strategic planning for disasters and other risks to the community is preferred.

Experience instructing others on emergency services issues, experience preparing and presenting before community or other groups and experience with the incident command system a plus.

Equivalent combination of training and experience which provides the required knowledge, skills and abilities will also be considered.

OTHER SKILLS AND ABILITIES

- Considerable knowledge of emergency management principles, techniques, practices, operations, procedures, business, public administration and requirements
- Considerable knowledge of Emergency Operation Center (EOC) management functions
- Considerable knowledge of tactical and strategic planning processes, procedures, techniques and applications
- Considerable knowledge of current literature, laws, regulations, methods and techniques of disaster planning, prevention and response plans
- Considerable knowledge of research techniques, methods and procedures
- General knowledge of ethical guidelines applicable to the position as outlined by professional standards, laws, rules and regulations

- Ability to exercise considerable diplomacy and build coalitions in frequent, highly visible contact with elected officials, government officials, professionals, media, public officials, other organizations and citizens at various levels of authority and influence
- Ability to adapt to changing priorities and respond effectively to emergency events without loss of accuracy or composure
- Ability to exercise considerable independent judgment and initiative during simulated or actual emergencies
- Ability to coordinate and facilitate complex plans
- Ability to prepare comprehensive investigative and analytical reports, emergency response plans and other written material
- Ability to plan, assign, coordinate and supervise the work of others
- Ability to exercise considerable tact and diplomacy with elected officials, public officials, groups, committees, media, employees and the general public at various levels of authority and influence
- Ability to establish and maintain effective working relationships
- Ability to prepare and present complex ideas and make presentations before groups of people

WORK ENVIRONMENT

Work is generally performed in a typical office environment and at various locations throughout the County. Field work includes, but is not limited to, Incident Command Post (ICP's).

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in an office environment and may occasionally work outside in all weather conditions. The noise level in the work environment is usually quiet in the office and moderate in the field.

NECESSARY KNOWLEDGE, SKILLS & ABILITIES

Must have ability to communicate effectively verbally and in writing; ability to remain calm, objective, and impartial under stressful conditions; ability to establish and maintain professional and effective working relationships; ability to enforce policies and regulations with firmness, consistency, tact and courtesy; ability to speak, present and answers questions in public meetings

Must possess and maintain a valid driver's license and safe driving record for continued employment.

Must pass pre-employment background checks.

TOOLS & EQUIPMENT USED

Personal computer, smartphone, motor vehicle and other office equipment

PHYSICAL REQUIREMENTS OF JOB

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

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Grade Scale:	At All Times/Frequency/Occasionally/Never
Driving:	Frequently
Balancing:	Frequently
Bending/Stooping:	Frequently
Twisting:	Frequently
Squat/Crouching:	Occasionally
Kneeling:	Occasionally
Crawling:	Occasionally
Climbing Stairs:	Frequently
Climbing Ladders:	Occasionally
Reaching at Shoulder Level:	Frequently
Reaching Below Shoulder Level:	Frequently
Reaching Above Shoulder Level:	Occasionally
Standing/Walking:	Frequently