



Emergency Management Director

Department	Sheriff	Classification	Grade 15
Reports to	Chief Deputy Sheriff County Sheriff	Unit	Non-union
Supervises	N/A	FLSA Status	Non-Exempt

Position Description

Responsible to develop, coordinate, promote, and evaluate programs to ensure emergency preparedness in Hubbard County, and provide coordinated direction from initial response through recovery.

Essential Duties and Responsibilities

- Manage and direct the County's Emergency Management Program.
- Develop, implement and coordinate the Emergency Operations Plan.
- Collaborate with agencies and affected parties for reimbursement and financial assistance need to recover from a disaster.
- Apply for and manage grants on behalf of Hubbard County (i.e. Emergency Management Performance Grant).
- Arrange and participate in Emergency Management training for staff and maintain emergency procedures and policies.
- Assist in preparation of the annual department budget and approve departmental expenditures.
- Participate in the planning and implementation of the County's emergency communication equipment used by fire, rescue and law enforcement.
- Coordinate all operational activities and planning for emergency support functions.
- Responsible for all regulatory requirements for emergency preparedness.
- Manage and coordinate the County's response to emergencies and natural disasters in accordance with the County's Emergency Operations Plan.
- Administer the emergency management software systems.
- Provide public information and news releases, including maintaining social media.
- Participate in the planning, maintenance and implementation of the County's mass notification system.
- Responsible to plan, develop, implement and manage all aspects of Hubbard County's Emergency Preparedness Program.
- Regular attendance on the job.
- Perform other duties as assigned.

Minimum Qualifications

- Associate's degree in Emergency Management or related field and 3-years relevant work experience.
Or equivalent combination (equal to 5-years).

- Valid driver's license and reliable means of transportation.
- Pass a pre-employment law enforcement background investigation.
- Obtain Federal Emergency Management Agency (FEMA) credentials within 12-months of hire.

Knowledge, Skills and Abilities

- Computer systems relevant to the work performed.
- Geography of Hubbard County.
- Communicate effectively, orally and in writing, and have a strong positive public relations skill.
- Coordinate and effectively communicate under stressful circumstances.
- Periodically required to work evenings and weekends and to respond to emergency management/preparedness situations outside of normal working hours.
- County and departmental policies, procedures and practices.
- Federal, state and local laws, rules and regulations relevant to the work performed.
- Basic life saving techniques.
- Sound reasoning and judgment; think clearly and act quickly in emergency situations.
- Maintain confidentiality and data privacy.
- Safe working environment.
- Work with others in a variety of settings; nights, weekends and holidays.
- Follow established procedures and directives from supervisors.
- Establish and maintain effective working relationships.

Preferred Qualifications

- FEMA Emergency Management Credentials.

Physical Requirements (No Screen)

Medium Work: Exerting 20 to 50 pounds of force occasionally (Must be able to push, pull, lift or drag a body in case of emergency and otherwise be able to lift equipment and objects up to 50 pounds.), and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects.

Note (Management Right)

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. The County retains the discretion to add or change the contents of this position description at any time.

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