

Webster County, Missouri Job Description

Emergency Management Director

Position Title: Emergency Management Director

Wage Status: Non-Exempt

Position Summary:

The Emergency Management Director is responsible for disaster prevention, developing and maintaining disaster plans and programs, response and recovery after a disaster, and all other aspects of the County's emergency management program.

Essential Responsibilities and Duties:

- Know and understand when renewals are due for all programs in place
- Is on-call 24/7 for County emergencies
- Accurately tracks time sheets for grants
- Writes and assists in grant writing for the County
- Maintain all information required for grants
- Manage Department staff
- Train other personnel on disaster management and relief
- Manage volunteers and track volunteer hours
- Develop budget for County and Homeland Security
- Maintain monthly expense reports outlining expenditures, compensation, invoices and receipts
- Conduct seminars on Emergency Management and Safety and fulfill public speaking requests from the community
- Conduct threat assessments
- Know and use computer (Microsoft products)
- Maintain information in WebEOC website used by counties in the region
- Assist local churches, schools and other organizations with developing and maintain disaster plans
- Maintain all required reporting for Missouri Emergency Response Commission (MERC)
- Update Emergency Operation Plan annually
- Coordinate activities and responses to disasters with Missouri Department of Transportation (MoDOT)
- Participate in Homeland Security exercises
- Sponsor Webster County Amateur Radio Emergency Services (ARES)
- Sponsor Community Emergency Response Team (CERT)

- Actively participate in Community Health Coalition, Southwest MO Emergency Support Organization (SMESO), Regional Homeland Security Oversight Committee (RHSOC) and Webster County Community Organization Active in Disasters (COAD)
- Participate in conduct damage assessments
- Prepare and maintain historical data for future disaster preparation
- Provide information to the public on disaster preparedness and information after a disaster
- Develop and maintain County-wide evacuation plans
- Work with FEMA as required for preparing for or managing disaster relief
- Distribute literature and communicate with media on disaster preparedness
- Organize “Disaster Preparedness Month” within Webster County
- Ensure effective warning systems are in place and functioning properly
- Clearly and effectively communicate with co-workers, general public, and various other emergency personnel verbally and in written format
- Answer telephone and radio calls
- Maintain information about hazardous chemical spills
- Ensures Department buildings, equipment and vehicles are maintained on schedule
- Uses hand tools to do minor repairs or build items upon request
- Understands and maintains MSDS on all items as required
- Able to problem solve and devise ways to fix things safely at the least expense to the County
- Track and purchase inventory as needed
- Report on expenses or other information to the County as needed
- Effectively organize work area and use time management skills
- Must be able to maintain a positive attitude while dealing with many different personality types and situations
- Provide excellent customer service for all Webster County citizens and visitors
- Must attend all training as required
- Other duties as assigned

Education, Knowledge, Skills, and Abilities:

- Read and follow instructions
- Able to work evenings, weekends, and nights as required
- At least 3 years of experience with public safety and environmental safety in a major capacity required, experience in emergency services preferred
- Prior management experience
- Military and/or law enforcement experience preferred
- Valid drivers’ license
- General mechanical aptitude
- Bachelors’ degree in related field
- Must be able to quickly problem solve

- Excellent computer skills to operates systems such as Microsoft Word, Excel, PowerPoint and others as required
- Able to operate manual, electric and gas tools safely
- Certified Emergency Manager (CEM) and MO Emergency Preparedness Association (MEPA) certifications preferred
- Able to work with general public, citizens, co-workers and others by speaking with (in person or via phone) and written communication
- Must have a clean criminal history
- Must know and understand all safety procedures of the department at all times
- Must have acceptable attendance record
- Able to perform all tasks listed above on a daily basis

Physical Demands:

- Lifting and carrying up to 30 pounds frequently and up to 10 pounds frequently and frequently moving small objects
- Lifting and carrying up to 50 pounds occasionally
- Able to frequently climb ladders and stairs, into small, tight places, and up and down from equipment and tall vehicles
- Frequently driving and sitting
- Able to work in extremely stressful situations while remaining calm and provide a calming environment for others
- Able to step over debris after disasters
- Able to frequently bend, stretch, lift, and crawl
- Able to push and pull up to 50 pounds
- Able to work in loud and busy environment as well as quiet environment
- Work outside during all weather conditions as well as inside
- Shovel snow and ice as required
- Walking or standing frequently
- Must have manual use of hands and vision to work on computers, phones, and radios as well as to make repairs as needed
- Able to work for long periods of time immediately following a disaster
- Able to clearly and effectively communicate with citizens, co-workers, visitors, and the general public

I have been given the opportunity to review this position description and have discussed the requirements of the position with the hiring supervisor. I understand this position description represents the minimum performance requirements of the job.

I have read and understand the Emergency Management Director job description and can perform the essential functions and physical demands with or without reasonable accommodation.

Employee Signature

Date

Supervisor Signature

Date