

**POSITION TITLE:** EMERGENCY MANAGEMENT DIRECTOR

**REPORTING TO:** Fall River/Oglala Lakota County Commissioners

**SALARY:** Set by the Fall River/Oglala Lakota County Commission, depending upon experience and qualifications.

**HOURS:** Normal work schedule is a 40 hour work week, Monday-Friday, 8 am-5 pm. May be required to work no-notice and extended or irregular hours during emergency situations. Be on call by home/cell phone for emergency situations. Overtime and leave to be determined by the Commission/Union contract. Total hours of work per month is determined by the State & Local Agreement issued by the State of South Dakota Office of Emergency Management.

**LOCATION:** Fall River Courthouse; travel is required from response, training and meetings. Responsible for Fall River and Oglala Lakota Counties.

**PURPOSE:** Emergency Management work supports a comprehensive emergency management plan aimed at strengthening the security and resilience of the county, state and United States. These goals are accomplished through planning, training, and exercises which build and maintain necessary capabilities to prepare, prevent, protect, mitigate, respond to, and recover from emergency incidents. This position will supervise, lead, or perform emergency management work including managing, and coordinating with other entities, the prevention of, protection from, preparedness for, response to, recovery from and/or mitigation of intentional and/or unintentional crises, disasters, other humanitarian emergencies, hazards, or natural and man-made/technological (chemical, biological, radiological, nuclear, high-yield explosives) incidents.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

- Develops plans, organizes and coordinates all emergency management programs for Fall River/Oglala Lakota County. Establishes and maintains an up to date emergency operations plan (EOP) which includes reviewing, updating and distributing the plan to responders, elected officials, communities and conducts exercises to test the plan.
- Maintains close liaison and involvement with volunteer organizations in support of emergency management goals and programs. Provides training to the public and various groups and departments on the need for shelters, warning protocols and emergency measures.
- Coordinates and manages emergency operations through the Emergency Operations Center (EOC) to ensure that the Center is organized for maximum

effectiveness of staff participating in disaster exercises and actual disaster events. Plans, implements and coordinates programs including resource management, operational readiness, and response plans and capabilities.

- Coordinates mutual aid responses and requests; assists in the overall management of emergency response and recovery operations. Organizes training for the member agencies, organizes and attends operational meetings. Establish and maintain effective working relationships with co-workers, supervisors, commissioners, department heads/elected officials, agencies and members of the public.
- Seek out and manages local, state and federal grants for emergency services and assists agencies with the application process.
- Coordinates the county's safety and risk management programs, advises and represents the county in all county related fire issues. Administers the county National Flood Insurance Program and issues permits for construction as defined in the county policy. Appointed as the Fall River County Safety Officer and insures compliance with the Safety Benefits/Risk Management program. Serves as vice president of the Local Emergency Planning Committee (LEPC) and coordinates all aspects of the program to insure compliance and applies for the annual LEPC grant.
- Maintains FCC licenses for the county radio repeaters and towers to insure 24/7 operation of systems. Additionally coordinates testing of the warning sirens within Fall River County.
- Establish and coordinates the Dept. of Health Points of Distribution (POD) program to include exercising of the program and maintaining all associated equipment. Maintains all county Search and Rescue equipment and a list of volunteers. Develop and maintain the Community Wildfire Protection Plan (CWPP) and update at a minimum every five years.
- Prepare reports, correspondence and resolutions for superiors, elected officials, state and federal agencies as per requests and requirements of the State and Local Agreement. Meet all deadlines assigned either verbally or in writing.
- May be exposed to fire, hazardous materials, toxic fumes and substances. Work may be performed on slopes, steep areas, slick conditions and may be in all kinds of weather events. Personal protective equipment (PPE) is provided.
- Assignments may be received orally or in writing, and tasks not listed may be assigned by officials of a higher authority to insure the safety and protection of people and property located within the area of Fall River/Oglala Lakota County.

**MINIMUM QUALIFICATIONS:**

**KNOWLEDGE:**

- Knowledge of principles and practices of current emergency planning, training and management, policy development and implementation, leadership, motivation, team building and conflict resolution
- Knowledge of business correspondence and report writing
- Knowledge of pertinent local, state and federal laws, rules and regulations, budgeting procedures and techniques
- Knowledge of principles and practices of organizational analysis and management to include supervision, training and personnel management
- Knowledge of modern office procedures and computer and equipment applications
- Knowledge of and thorough working knowledge of fire modeling/behavior, prevention and suppression techniques
- Knowledge of Fall River County geography and resources that may be needed in the event of a disaster or other emergency

#### **SKILLS:**

- Must possess public speaking, clear writing, good communicative, computer, and clerical and office management skills
- Must have the skill to remain calm in stressful situations
- Must acquire and maintain a thorough knowledge of emergency management programs, responsibilities, standards, procedures, organization, rules and regulations at the federal, state and local level

#### **ABILITIES:**

- Ability to establish and maintain an effective working relationship with elected officials, department heads, employees, and the general public
- Ability to comply with existing emergency management training requirements with a specified time period following selection
- Ability to order the necessary resources i.e. air support, strike teams, dozers and hand crews to control wild fire episodes, with commission approval
- Ability to learn all aspects of the National Flood Insurance Program and become certified with the allowed time allotted

#### **EDUCATION AND EXPERIENCE:**

- College degree or courses desirable, high school diploma or GED certificate necessary
- Must possess a valid South Dakota Driver's License

- Must pass the Emergency Vehicle Operator's course
- Experience in a first responder or related field required and certificates of courses taken in the ICS structure
- One year of experience in emergency management or officer experience in a related field
- Experience in map reading and GPS operation to determine elevations, degrees of slope, etc

**ADVANCEMENT/PROMOTION:** Wages may increase with position advancement/promotion.

**THIS POSITON DESCRIPTION SHOULD NOT BE COSTRUED TO IMPLY THESE REQUIREMENTS ARE THE EXCLUSIVE DUTIES OF THE POSITION. INCUMBENTS MAY BE REQUIRED TO FOLLOW ANY OTHER INSTRUCTIONS, AND TO PERFORM OTHER RELATED DUTIES AS MAY BE ASSIGNED.**