

WASHINGTON COUNTY
Job Description

JOB TITLE: Deputy DEM Director/Educator

Exempt (Y/N): Yes

DATE PREPARED: July 2011

DEPARTMENT: DEM/911/Fire Services

SUPERVISOR: DEM Director

SUMMARY:

The Deputy DEM operates under the Director of Emergency Services and is responsible for assisting the Director for the organizations and administration of a civil preparedness program designed to protect the population, as well as public and private property in the jurisdiction for which he/she is assigned. Assist the Director in organizing Emergency Services in conformity with Arkansas Emergency Services Act of 511 of 1972, as amended by Act 646 of 1999. The incumbent is responsible for assisting the Director in coordination of the operations of all governmental and non-governmental forces, including serving as the alternate Point of Contact for the Department of Homeland Security, FEMA, ADEM, EPA, State Police, and local law enforcement, all Fire Departments, and Emergency Response personnel and all Elected officials and municipal offices in the event of an emergency. The Deputy Director/EOC Manager/Educator will assist and support the Director in serving as Fire Service Coordinator, LEPC Coordinator, Washington County Safety Coordinator. The Deputy Director/EOC Manager/Educator will assist and support the Director in serving as Fire Service Coordinator, LEPC Coordinator, Washington County Safety Coordinator. The Deputy Director will assist and support the Director with the overall management of the Washington County DEM Search and Rescue, ARES and Washington county DEM Tactical Rescue Teams. In addition, the incumbent will serve as public educator, research developer for new programs, assist with all Grants received in the department by maintaining the files, purchase orders, inventory placement, and audit of equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Assist in the developing and establishing program policies, procedures, standard operating procedures, and interprets and explains policies, programs and services.
2. Responsible for grant management requests and expenditure documentation and inventory sheets and tagging of equipment for local, state, and federal audits in cooperation with the Washington County Grants Office.
3. Prepare required annual statement of work to the Arkansas Department of Emergency Management and in turn to the Federal Emergency Management Agency. Prepares quarterly activity reports for submission to appropriate agencies.
4. Develops and maintains liaison with emergency organizations in the adjoining counties and states, attends various meetings, workshops and seminars.
5. Must complete basic professional and technical emergency management training. Maintain a level of proficiency and competence through periodic attendance of workshops, seminars, and professional development and technical training courses.

6. Works in close coordination with Law Enforcement agencies, Fire Marshal, Departments, Regional Hazardous Materials Team, American Red Cross, ADEM, ADEQ, and other services and organizations as necessary for the successful operation of the County=s Emergency Service Program.
7. Develop and maintains emergency management training programs specifically tailored for emergency response personnel and general interest programs for public awareness and education.
8. Assist in seeking, organizing, and maintaining assistance from persons outside the government to provide required competency or skills for a disaster function which is not available within the county government and recruit such persons as emergency services volunteers.
9. Conducts Public Awareness campaigns, distributes literature regarding natural and man-caused disasters, CERT, RACES, Skywarn and other awareness programs that may develop.
10. Research laws, regulation and other necessary information affecting Departments related to Emergency Response personnel and volunteers.
11. Respond with or for the DEM Director or Volunteer Deputy DEM's during major emergencies or disasters and be prepared to respond to and/or set up the Emergency Operation Center of continuity of government operations.
12. Assist in the development and management of an Emergency Operation Center, including staffing and internal emergency operating procedures by providing training to all response agencies in the County.
13. Assist in developing, reviewing, and implementing the County Emergency Operation Plan, Rural Fire Plans and Mutual and Automatic Aid Plans.
14. Conduct studies and surveys of potential hazards and of facilities and resources as may be necessary to determine the capabilities and/or limitations of the County to carry out emergency operations under any contingency.
15. Assist with exercising the emergency response capabilities of local government and private sector forces within the jurisdiction (minimum of one drill per year).
16. Assist and facilitates the Washington County Juvenile Fire Setters Task Force with duties performed by the organization.
17. Develop and maintains the Department of Homeland Security Identification program for all Emergency Response personnel.
18. Prepare for Quarterly Fire Association and LEPC meetings, which include sending notice, create agenda, handouts and prepare packets for meetings.
19. Create and send mailings to Fire Departments, LEPC and Local PSAP=s as required.

20. Maintains SARA Title II reports and other files collected from private businesses required by state law.
21. Obtain new training in and out of state to instruct within the County and State on related emergency preparedness topics.
22. Design and maintain the WCDEM/911 and Search and Rescue web pages.
23. Fill out, fax and file 911 tape request release forms.
24. Assist with Copying and Binding 911 Map books.
25. All other duties assigned.

SUPERVISORY RESPONSIBILITIES

Directly supervises one full-time employee and two part-time Emergency Management Interns that includes carrying out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees, planning, assigning and directing work; appraising performance; rewarding and disciplining employees, addressing complaints and resolving problems. Indirect supervision for ISO volunteers.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, he or she must be able to perform each essential duty satisfactorily. As well as work well with little or no supervision. The requirements listed below are representative of the knowledge, skills, and/or ability required.

1. Hazardous Materials Operations Level II Certification (refreshers as needed)
2. Professional Development Series:
 - a. Principles of Emergency Management IS-230
 - b. Emergency Planning IS-235
 - c. Leadership and Influence IS-240
 - d. Decision Making and Problem Solving IS-241
 - e. Effective Communication IS-242
 - f. Developing and Managing Volunteers IS-244
 - g. Exercise Design IS-139
3. ICS Basic, Intermediate, and Advanced
4. NIMS IS-700
5. Attend annually, the AMEA Conference, IAEM Conference, and NENA/APCO Conference, and other conferences as presented and required by the Director.

EDUCATION and/or EXPERIENCE:

Minimum starting, High School Diploma or Equivalent with 2 years emergency management work experience. Desired starting High School Diploma or Equivalent, plus an Associate Degree in related

emergency management field of management and 3 years of direct management experience. Minimum starting 3 years of direct service in the Emergency Management field. Desired starting 5 years of direct service in the emergency management field.

OTHER SKILLS and ABILITIES:

The incumbent must have knowledge and be proficient knowledge of emergency services. The incumbent must be proficient in computer skills including Word, Excel, Front Page, Web EOC, Arc view GIS Mapping Software. Communication and interpersonal skills are essential for lines of communications between departments and other emergency service providers to provide clear and open explanations of policies and procedures of the Emergency Management Organization.

PHYSICAL DEMANDS:

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.

While performing the duties of this job, the employee is regularly required to sit, reach with hands and arms, use hands to handle or feel objects/controls, talk, hear, stand and walk. The employee is occasionally required to stoop, kneel, crouch, and crawl and to lift and move up to 100 pounds.

Specific vision abilities required by this position include close and distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus (especially critical when dealing with Hazardous Materials). The incumbent will be on call 24 hours a day, 7 days a week, 365 days a year.

WORK ENVIRONMENT:

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles, toxic or caustic chemicals, and outdoor weather conditions. The employee is occasionally exposed to extreme cold and heat, explosives, radiation and vibrations. The job requires some nights and weekends with little or no advance warning during disasters or major emergencies. The noise level in the typical work environment is moderate with occasional exposure to loud noise levels.