

**POSITION DESCRIPTION
COUNTY OF PERRY, INDIANA**

POSITION: Director/E-911 Coordinator
DEPARTMENT: Emergency Management Agency/E-911
WORK SCHEDULE: 8:00 a.m. - 4:00 p.m., M-F
JOB CATEGORY: PAT C (Professional, Administrative, Technological)

DATE WRITTEN: December 2008

STATUS: Full-Time

DATE REVISED: June 2021

FLSA STATUS: Exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Perry County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Director/E-911 Coordinator for the Perry County Emergency Management Agency, responsible for overseeing Department operations and developing, administering, and maintaining emergency response procedures for the duration and aftermath of disasters. Coordinates E-911 system operations.

DUTIES:

Serves as E-911 Coordinator, including assisting in assigning new addresses, updating data in computer, reporting equipment problems, assisting in training personnel, communicating regularly with related agencies, such as telephone companies, US Postal Service, system network vendor, and Tell City dispatch center.

Supervises and directs emergency management personnel and volunteers, including recruiting and interviewing job candidates, planning/making work assignments, establishing goals/standards, evaluating performance, maintaining discipline and recommending corrective action or termination as warranted.

Coordinates and instructs emergency awareness drills/training programs for volunteers and emergency service personnel as required.

Develops, implements, and continually updates the Perry County Emergency Operations Plan, defining emergency response procedures, equipment use and allocation, shelter and health care facilities, notification procedures for emergency personnel and the public, and emergency relocation data.

Provides situation updates and intelligence briefings to elected officials and department heads. Compiles and maintains data and reviews and approves State required reports.

Inspects and ensures serviceability of Department vehicles and equipment, initiating maintenance and repairs and recommending new/replacement items as needed.

EMA/Director

Maintains and updates inventory of government and other personnel and materials resources available for emergency situations. Identifies resource deficiencies and works with local officials to correct them. Coordinates emergency management activities with public and private agencies, negotiating and entering into mutual-aid agreements as approved by County Commissioners.

Authorizes claims/vouchers for Department costs and reimbursement from State Emergency Management Administration. Prepares annual Department budget and grant applications for state and federal funding.

Maintains frequent communication with County officials, emergency service providers, and Indiana Department of Homeland Security (INDHS), responds to inquiries and complaints, and periodically conducts public presentations to community groups regarding emergency management and E-911 operations. Disseminates information to news media as needed.

Operates emergency equipment when responding to emergency situations. Serves as incident commander for hazardous materials (HAZMAT) incident operations and supervises and/or contracts out cleanup as necessary.

Conducts and attends various meetings, including County Commissioners, County Council, City Government, Advisory Council, Local Emergency Planning Commission, and Emergency Management meetings.

Coordinates activities during declared emergencies, maintaining communication with news media, volunteers, emergency personnel, and local, state, and federal authorities. Coordinates field operations as required.

May serve on various local, regional, state and federal task forces and committees.

May temporarily presume existence of a state of emergency as situations demand, and implement appropriate procedures necessary to protect public safety and welfare in absence of declaration of state of emergency by the Indiana governor or County Chief Executive Officer, according to County Code of Ordinances.

Serves on 24-hour call for emergencies.

Testifies in legal proceedings or court as required.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

High school diploma or GED.

Ability to successfully complete training and obtain/maintain certifications as required by County and by State Emergency Management Administration, including Incident Command System (ICS) certification and Professional Emergency Management (PEM) certification is desired.

Thorough knowledge of and ability to make practical application of local, state, and federal emergency management operations, and ability to develop, update and effectively implement the Perry County Emergency Operations Plan.

Thorough knowledge of budget and grant preparation and administration and ability to compute/perform basic arithmetic operations and ensure compliance with State Board of Accounts and funding source requirements.

Working knowledge of and ability to make practical application of County geography and streets/roads, weather patterns, disaster planning, hazardous materials information/incidents, natural disasters, and fire, police, and emergency medical services.

Working knowledge of standard English grammar, spelling and punctuation, and ability to develop/update Department policies and procedures and prepare detailed written reports within established deadlines.

Working knowledge of grant preparation of the Indiana Department of Homeland Security Intelligrants System for state and federal grant programs.

Working knowledge of and ability to complete National Incident Management System (NIMS) and FEMA Professional Development Series (PDS) according to federal and state requirements.

Ability to supervise and direct emergency management personnel and volunteers.

Ability to speak clearly and distinctly, hear and be heard and understood when communicating in person, by radio or by telephone.

Ability to effectively communicate orally and in writing with co-workers, volunteers, local, state, and federal emergency service personnel, law enforcement, County officials, vendors, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to provide access to or maintain confidentiality of department information and records according to state requirements.

Ability to properly operate standard office and emergency equipment, including computer, calculator, copier, fax machine, emergency vehicles, communications radios/equipment, cameras, GPS, and specialized hazardous materials equipment.

Ability to understand, memorize, retain and follow oral and written instructions.

Ability to compile, analyze and evaluate data, make determinations, and present findings in oral or written form.

Ability to identify steps necessary to reach objectives, define practical courses of action, and put into effect changes in policies and procedures.

Ability to take action with a minimum of prompting and reach rapid and sound decisions.

Ability to apply knowledge of people/locations, plan and coordinate activities, and utilize good judgment in extreme and uncommon situations.

Ability to plan/present public speaking presentations and special events, and plan and conduct education/training seminars.

Ability to work independently and with others in a team environment, often under time pressure and amidst frequent distractions and interruptions, and on several tasks at the same time.

Ability to respond swiftly, rationally, and decisively to emergency situations on a 24-hour basis.

Ability to testify in legal proceedings or court.

Ability to work extended or irregular hours, evenings and weekends, and regularly travel out of town for meetings/training, sometimes overnight.

Possession of a valid Indiana driver's license and demonstrated safe driving record. Possession of emergency vehicle operator certification (EVOC) desired.

II. DIFFICULTY OF WORK:

Incumbent performs duties according to state and federal regulations and standard operating procedures. Incumbent exercises independent judgment in interpreting guidelines, instructions, and rules to adapt them to specific cases and circumstances that arise while performing a broad range of duties, many of which are complex in nature, involving several variables and considerations.

III. RESPONSIBILITY:

Incumbent performs duties according to state and federal regulations and standard operating procedures. Duties are complex in nature, involving several variables and considerations. Incumbent exercises independent judgment in developing and implementing emergency procedures and training programs, directing personnel and volunteers, and administering Department operations. Incumbent reports/discusses unprecedented situations with Advisory Council as needed. Incumbent's work is periodically reviewed for attainment of objectives and compliance with legal requirements.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, volunteers, local, state, and federal emergency service personnel, law enforcement, County officials, vendors, and the public for purposes of exchanging information, coordinating operations, providing training/instruction and problem solving.

Incumbent reports directly to President of Commissioners.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in an emergency operating center and at various emergency scenes, involving sitting/walking at will, standing/walking for long periods, lifting/carrying persons or heavy equipment/object weighing over 50 pounds, pushing/pulling objects, bending, reaching, crouching/kneeling, close/far vision, color/depth perception, speaking clearly, hearing sounds/communication, handling/ grasping/fingering objects, and exposure to hazards associated with emergency response and natural disasters, such as inclement weather, toxic chemicals/gases, downed trees and electrical lines, bloodborne pathogens, and distraught individuals. Safety precautions and universal health precautions must be followed at all times to ensure safety of self and others.

Incumbent regularly works extended or irregular hours, evenings and weekends, and travels out of town for training/meetings, sometimes overnight. Incumbent responds to emergencies on a 24-hour basis.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Director/911 Coordinator for the Emergency Management Agency/E-911 describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties as outlined?

Yes_____ No_____

Applicant/Employee Signature

Date

Print or Type Name