

## **REGION 44 EMERGENCY SERVICES COORDINATOR JOB DESCRIPTION**

### **DESCRIPTION:**

This is an appointed and exempt position responsible for the development, implementation, and maintenance of an emergency management program in **Boone, Nance, and Merrick Counties** in Nebraska to save lives and protect property. Such emergency management program includes disaster mitigation, preparedness, response, and recovery operations, capabilities and activities. The incumbent is charged with knowing the threats to each county, planning for emergencies, functioning effectively in an emergency, and coordinating with appropriate agencies.

The incumbent has direct responsibility and accountability as the agent and administrator for the regional organization, subject to the direction and control of the **Region 44 Emergency Management Supervisor Committee**. This position requires knowledge of budgeting, training, personnel management, and office administration.

The incumbent, in discharging duties, must work with elected and appointed officials of the county and local governments, of the State, and of the Federal government, as well as private sector interests. The incumbent serves as the principal advisor to the County Boards and/or City Mayors and/or Village Chairpersons in disaster/emergency matters.

The incumbent is given broad and extensive authority to determine program priorities, requirements, and procedures to implement and support county, state, and national programs, and objectives. Completed work is reviewed in terms of net results and the achievement of broad objectives and conformance with general policies. The ability of the coordinator can determine job effectiveness to take the lead in developing regional capabilities to mitigate disasters/emergencies and conduct coordinated operations in disasters/emergencies, making maximum use of all public and private resources available.

### **EXAMPLES OF WORK:**

(This position may not be assigned all duties listed, nor do the listed examples include all the duties that may be assigned)

Identify and analyze the natural and technological hazards that pose potential threats and significant consequences to the tri-county region.

Develop and maintain the Local Emergency Operations Plan (LEOP) to state standards, outlining the roles and responsibilities of government and supporting groups under various emergency contingencies by coordinating the planning of all departments, agencies and organizations having an emergency mission responsibility or capability.

Develop a Planning, Exercise and Training (PET) program and 3-year calendar to allow key local officials opportunities to practice directing coordinated operations under simulated emergency conditions.

Provide for and conduct/coordinate local EM training programs. Establish a NIMS training program and function as the sole NIMS POC for the region. Gather information and submit annual NIMCAST report.

Keep the emergency management committee fully informed on emergency management activities.

Work with local officials in the development of a hazard mitigation programs to eliminate or reduce potential hazards.

7/12/2018

Identify labor and material resources from government and private sector sources that would be available in an emergency.

Identify resource deficiencies and work with appropriate officials on measures to overcome them.

Lead, direct or advise local county/city/village emergency managements in the development and maintenance of:

- Emergency communications systems.
- Public warning systems.
- Emergency public information systems.
- Mass care system.
- Public evacuation systems.
- A public emergency management education program.

Coordinate with industry to identify chemical hazards and to develop industrial emergency plans and response capabilities through the county's Local Emergency Planning Committee (LEPC).

Prepare, submit, and justify an annual emergency management budget.

Prepare and submit EMPG applications and quarterly reports

Secure technical and financial assistance available through state and federal emergency management programs.

Become a member, participate and attend East Central PET programs

## **QUALIFICATIONS:**

The incumbent must have the formal education (2 years post High School) and experience in occupations which demonstrate the individual's ability to manage the entire emergency management program of **the region**. Such education and/or experience should include planning, organizing, coordinating, implementing, public speaking, budgeting, personnel managing.

The ability to work cooperatively with other governmental, service, nonprofit and private sector agencies and the public at large is essential. The incumbent must have public speaking skills, the ability to conduct public meetings and presentations, and have the capacity to deal with the media. Knowledge of and the ability to use computers and technology for communications, research and word processing is required.

Significant previous experience in emergency operations is desired along with completion or willingness to complete the training programs prescribed by state and federal emergency management authorities. The Region 44 Emergency Management Supervisor Committee has developed a **training checklist** for potential EM candidates. This checklist will also be used as a goal for the incumbent.

## **PHYSICAL DEMANDS:**

1. The physical demands 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 the individual with disabilities to perform the essential functions.

2. The successful applicant must possess the necessary skills to adequately perform the duties of this position. The required skills include but are not limited to adequate sight, hearing, manual dexterity, sitting, walking, use of arms and legs, close vision, ability to focus, etc., that are required to perform the necessary required skills. The employee will be required to be able to lift and/or move up to 50 pounds.

7/12/2018

3. The employee must be familiar with and be able to operate equipment such as county vehicles required for this position.

**SECTION GUIDELINES:**

1. In order to be considered for this position the applicant must provide a **cover letter, resume listing previous employment, and the training checklist to Nance County Clerk's Office by July 25<sup>th</sup>, 2018.** A certificates or FEMA transcripts are to be submitted prior to employment.
2. Complete an oral interview.
3. Satisfactorily complete job related or physical tests if required.
4. Pass a background check and submit to possible fingerprinting and/or drug tests.

The duties listed above are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.