JOB TITLE: EMA Director EMA/1
GRADE 20/ EXEMPT

DEPARTMENT: Board of Commissioners, Sumter County

JOB SUMMARY: This position is responsible for performing technical and specialized work functions associated with organizing and coordinating operations, communications, technology support, planning and response aspects of the emergency management program. They will also be responsible for coordinating Community Emergency Response Team (CERT) Program and Local Emergency Planning Committee (LEPC) and other volunteer programs. This position reports to the County Administrator.

MAJOR DUTIES:

- Responsible for the planning, organizing, and deployment of local Emergency Management activities; coordinates Emergency Management programs/ activities associated with preparation for, response to, and recovery from natural or man-made disasters or emergencies affecting lives and property of citizens.

- Responsible for the Safe-rooms and warning sirens associated with the sheltering and warnings and awareness to the public.

- Performs administrative tasks including supervising and training volunteers, maintaining equipment, preparing EM articles for publications, and creating and distributing information brochures and handouts.

- Performs a variety of assessments to determine or recommend protective action required for safeguarding the community and its citizens.

- Assists in maintaining and operating the Emergency Operations Center.

- Coordinates the continued development and implementation of the Disaster Preparedness and Training Program for employees and volunteers.

- Receives advisories and forecasts, reads various types of maps, and interprets weather data; issues alerts for severe weather to the media for broadcast to the general public.

- Responds to emergency and disaster situations involving hazardous materials, inclement weather, evacuation and/or sheltering to provide assistance with coordinating county resources; may perform assigned work functions from a mobile command center vehicle.

- Responds to questions, complaints and requests for information/assistance from the general public, volunteers, news media, various agencies, employees, elected officials, supervisors, or other individuals and/or departments.

- Conducts public presentations and speeches at schools, special events, civic organizations meetings, and other gatherings.

- Participates in the LEPC meetings and plan of work.

- Attends meetings, seminars, workshops, and training sessions as appropriate; maintains a comprehensive current knowledge and awareness of emergency management strategies and applicable laws/regulations.

- Cooperates with federal, state, and local law enforcement, emergency management, and/or other agencies as necessary.

- Develops and updates emergency operations plans for emergencies such as hurricanes, tornadoes, floods, and hazardous materials situations. In accordance with GEMA and FEMA guidelines.

- When activated, directs Emergency Operations Center activities.

- Identifies the need for and facilitates training for all personnel operating within Sumter County in accordance with state and federal guidelines and certification requirements.

- Advise local government officials of the nature and effects of various emergencies; coordinates the county's response to disasters and serves as local liaison with state and federal emergency management officials.

- Ensures that all plans, operating procedures, and protocols are developed and implemented in compliance with the requirements of federal and state regulatory agencies.

- Coordinates and develops mutual-aid agreements with surrounding municipalities.

- Develop a Public information System, identifying a Public Information Officer that will maintain a Media relationship and provides information to the public during major emergencies and disasters.

- Completes all duties required by the Georgia Emergency Management Agency/Office of Homeland Security (GEMA) as set forth in the annual Performance Partnership Agreement (PPA)

- Develop and facilitate an exercise program in accordance to GEMA and FEMA exercise standards.

- Performs other related duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED BY THE POSITION:

- Knowledge of applicable federal, state, and local statues and department policies and procedures.

- Knowledge of the county's emergency management plan.

- Knowledge of the geography and road system of Sumter County.

- Knowledge of management and leadership techniques and procedures.

- Knowledge of budgeting procedures.

- Knowledge of county personnel policies.

- Knowledge of the operation of radio and communications equipment.

- Skill in supervising and training others.

- Skill in the operation of standard office equipment.

- Skill in dealing with the public.

- Skill in interpersonal relations.

- Skills in maintaining records and preparing reports.

- Skills in problem solving.

- Skill in making decisions accurately and rapidly.
- Skill in oral and written communication.
- Skill in motivation.

SUPERVISORY CONTROLS: The County Administrator assigns work in terms of Center goals and objectives. The work is reviewed through conferences, reports, and observation of department activities.

GUIDELINES: Guidelines include federal and state laws, county ordinances and department polices and procedures. These guidelines require judgment, selection, and interpretation in application. This position develops department guidelines.

COMPLEXITY: The work consists of varied administrative and supervisory duties. The frequent changes in radio and telephone communications and computer software and hardware technology contribute to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to manage and lead the operations of the Emergency Management Agency. Successful performance helps ensure the protection of community life and property.

PERSONAL CONTACTS: Contacts are typically with co-workers, elected officials, other public safety agency representatives, representatives of service and support agencies, local citizens, news media personnel, contractors, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, resolve problems, provide services, motivate personnel, and negotiate matters.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table and before large groups.

WORK ENVIROMENT: The work is typically performed in an office, meeting room, auditorium and operations room.

SUPERVISORTY AND MANAGEMENT RESPONSIBILTY: During a Declared Emergency situation this person will coordinate all activities of all responding agencies; (i.e. Law Enforcement, Firefighters, Public Works and all other responding agencies.

MINIMUM REQUIRMENTS:

- High school diploma or GED with vocational or technical school training in emergency management and response with a minimum of three(3) years of responsible experience in public safety work emphasizing safety and disaster preparedness, emergency management, or related field preferably within a local government; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills and abilities for the job or any equivalent combination of education, training and experience which provides the requisite knowledge skills, and abilities for this job.

- Must obtain and maintain the required training as set forth by the Georgia Emergency Management Agency for the position of EMA Director within two years of hire with Initial Training within 6 months of hire.

- Possession of or ability to readily obtain a valid driver's license by the State of Georgia for the type of vehicle or equipment operated.

- On-call required.

Sumter County, Georgia is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.