



Codrington County, South Dakota

Job Title: Emergency Management Director
Reports To: County Commissioners
FLSA Status: Non-Exempt

SUMMARY

Under the direction of the County Commissioners, the Emergency Management Director is responsible for performing professional and administrative duties in the development and maintenance of an Emergency Management Program for the County.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Develop a local emergency operation plan consistent with the state plan and program for all units of government in the County and update the plans on a regular basis.
- Assist schools, medical facilities, and industry in the development and review of such emergency plans.
- Develop and maintain a County wide communication and warning system.
- Develop and maintain a hazardous materials plan. Coordinate hazardous materials training, and respond to all hazardous material incidents within the County.
- Serve as Vice-chair of the local Emergency Planning Committee that was formed in compliance with SARA Title III.
- Provide information and assistance to the Codrington County Commission, to municipalities, and individuals on matters pertaining to response, recovery, mitigation, preparedness and other Emergency Management issues.
- Assist in preparing and coordinating exercises for the emergency response agencies within Codrington County. Provide disaster and Incident Command System training for all local agencies. Provide training for County severe weather spotters.
- Develop a volunteer force of personnel to assist during times of emergencies. Provide and maintain working relations with all community emergency volunteer services. Act as a liaison between these services and Emergency Management.
- Develop and maintain community relations programs, makes presentations to service clubs and other community organizations.
- Develop and maintain an Emergency Operations Center for use in an emergency.
- Apply for financial assistance relative to administration, emergency operations and warning systems.



Codington County, South Dakota

- Administer Homeland Security, Law Enforcement, and other grants related to Emergency Management.
- Supervise the Codington County Search and Rescue Team and oversee maintenance, inventory of equipment, and training of members.
- Distribute spring/summer and winter storm campaign materials received from the State Office of Emergency Management. This includes ordering and maintaining the materials received from FEMA.
- Develop a departmental budget for Emergency Management and the County Search and Rescue Team. Operate the budget for the department to meet fiscal accountability for local, state, and federal programs.
- Responsible for the preparation of office reports to include daily, monthly, quarterly, yearly, and monthly expense vouchers.

SECONDARY DUTIES AND RESPONSIBILITIES:

- Attend training sessions, conferences, and meetings as required by the State and County.
- Wear personal protective equipment as deemed necessary.
- Attend appropriate seminars and training courses as deemed necessary.
- Perform duties in a manner consistent with safe practices and policies.
- Perform other such duties and functions as deemed necessary.

SUPERVISORY DUTIES AND RESPONSIBILITIES:

- Directly supervises employees and volunteers in the Emergency Management Department.
- Carry out supervisory responsibilities in accordance with the County's policies and applicable laws.
- Interview, hire, and train employees; plan, assign, and direct work; handle time off requests; review and approve monthly time sheet and attendance records; appraise performance and coach employees as needed; address complaints and resolve problems.
- Report to the Commission at assigned meetings.

MINIMUM QUALIFICATIONS and SKILLS:

- High School Diploma or G.E.D. Certification. Bachelor of Science degree majoring in education, administration, industrial safety or related fields preferred.
- Two years' experience in safety, administrative and planning desired or equivalent combination of education and experience may be acceptable.
- Experience and knowledge of hazardous materials, controls, and disposal.
- Ability to operate computer systems and software such as Microsoft Word, Excel, Outlook, copy machine, fax machine, calculator, and Internet.



Codington County, South Dakota

- Willingness and ability to undertake specialized training and/or education as may be needed to effectively perform the duties and responsibilities as required.
- Ability to train others.
- Ability to demonstrate good communication, teamwork, organizational, and customer service skills.
- Ability to work with a variety of personalities and maintain a high level of professionalism to cope with unpleasant situations, co-workers, and the public.

EXAMINATION, TESTING, AND CERTIFICATION

- Must possess a valid social security number and a valid driver's license.
- Other such exams as deemed appropriate and necessary by the county.

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 communicate.
- The employee frequently is required to use hands to finger, handle, or feel.
- The employee frequently is required to stand; walk; sit, reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.
- The employee must regularly lift and/or move up to 10 pounds.
- Employee must be able to handle stressful situations.
- Employee must be able to work odd shifts, holidays, weekend, and during emergencies.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing 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 frequently exposed to outside severe weather conditions and emergencies.
- Employee is occasionally exposed to wet/humid conditions, moving mechanical parts, fumes, or airborne particles, toxic or caustic chemicals, and risk of electrical shock.
- The noise level in the work environment is usually moderate but may at times be loud due to emergencies.



**Codrington County,
South Dakota**

CONCLUSION

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. This is not an all-inclusive list of responsibilities, duties, and skills required of personnel. Further, this job description is not intended to limit or in any way modify the right of any supervisor to assign, direct, and amend the work of any employee under his/her supervision. I understand that employment is at the will of the employer and either the employer or the employee may terminate the employment with or without cause at any time.

I have received, reviewed and fully understand the Job Description for Emergency Management Director. I further understand that I am responsible for the satisfactory execution of the essential duties and responsibilities as listed herein.

Employee Signature

Date Signed

Department Head Signature

Date Signed

Commissioner Chair

Date Signed

Emergency Management Director