

Storey County Job Description**Emergency Management Director**

Reports to: County Manager
FLSA Status: Exempt
Created: 05/22/2012
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JOB SUMMARY

Serves as the County's liaison on emergency preparedness issues, coordinates training programs and emergency operations drills, assists departments with their emergency and mitigation plans, prepares grant applications, and administers such grants, assists with coordination of pandemic responses, and administers the submittal process for Federal and State reimbursement claims for the County's costs during emergency operations. Supervision is exercised over professional, technical, and clerical employees during emergency management training, drills, and active emergencies. This position oversees the staff and general operations of the Community Relations Department, including but not limited to Senior Services.

DISTINGUISHING CHARACTERISTICS

This class is responsible for coordinating the County's Emergency Management Program. This position works independently, under limited supervision of the County Manager. The responsibilities include the day-to-day operation of the Emergency Management Department and maintenance of relationships with other emergency management agencies within the area.

EXAMPLES OF ESSENTIAL FUNCTIONS

The duties listed below are examples of the work typically performed by an employee in this position. Performance of these functions is the reason the job exists. An employee may not be assigned all duties listed and may be assigned duties which are not listed below.

1. Provides staff support to emergency response departments and the County Manager's Office to coordinate actual or potential emergency preparedness or response efforts;
2. Serves as the County's liaison on emergency preparedness issues with the United States Federal Emergency Management Agency, the State of Nevada Division of Emergency Management, and other local municipalities;

3. Coordinates with Carson City Health and Human Services and the Quad-County Health Coalition in emergency preparedness, management and response including pandemic-related matters affecting Storey County;
4. Prepares and implements plans and practices to prevent, mitigate, prepare for, respond to, maintain continuity during, and to recover from hazards and incidents that threaten life, property, operations, and the environment. Coordinates training and exercises that mitigate risks from emergency situations, and enhance how members of the organization deal with hazards, vulnerabilities, and emergency events;
5. Applies science, technology, planning, and management skills to deal with extreme events that can kill large numbers of people, do extensive damage to property, and disrupt community life.
6. Operates the Incident Command Center (ICC), assigns ICC roles and tasks in accordance with incident plans and programs;
7. Serves as a Public Information Officer as related to emergency situations;
8. Coordinate planning, mitigation, and response efforts with government agencies, nonprofits, private companies, and the public to identify hazards and vulnerabilities, and develop effective plans that minimize damage and disruption during emergencies;
9. Develops emergency response, prevention, and continuity of operations plans using “best practices” from around the country and from other emergency management agencies, and in accordance with local, state, and federal regulations and guidelines;
10. Organize emergency response training programs and exercises for staff, volunteers, and other responders;
11. Prepare and analyze damage assessments following disasters and emergencies;
12. Apply for federal funding for emergency management planning, responses, and recovery, and report on the use of funds allocated;
13. Review local emergency operations plans and revise them as necessary;
14. Coordinate the sharing of resources and equipment through inter-local, mutual-aid, and other agreements and programs;
15. Meet with public safety officials, private companies, county personnel and leaders, and the public to get recommendations regarding emergency response plans;
16. Review emergency plans of individual organizations, such as medical and other facilities, to ensure their adequacy;
17. Reviews and approves emergency response plans for private companies within the county and provides input to the company on how to improve their plan to meet acceptable standards for functional operation in the County;
18. Serves as the County contact for Division of Emergency Management (DEM) in regional emergencies to assist in coordination of resource requests by the County or other Counties or States and assist in coordination of search and rescue operations conducted by either the Sheriff’s Department or the Fire Department;

19. Serves as the Chair of the federally mandated Local Emergency Response Committee (LEPC) for the County;
20. Maintains records of hazardous materials spills and investigates causes of such spills in coordination with the Nevada Department of Environmental Protection;
21. Investigates, documents and coordinates with the Nevada Department of Mines, Abandoned Mines division, regarding abandoned mines, sink holes and collapsed mine shafts;
22. Acts as the general County receiver of intelligence information from the State DEM regarding homeland security matters, critical infrastructure matters, coordination with regional agencies;
23. Coordinates response and mitigation and recovery actions during earthquakes, winds storms, flooding both riverine and flash flooding, major wind events, winter storms of snow;
24. Maintain facilities used during emergency operations;
25. Maintain an Incident Command Center including leading the response, making adjustments to or prioritizing, delegating responsibility within ICC programs;
26. Coordinates and leads ordering evacuations, conducting rescue missions, and opening up public disaster shelters;
27. Coordinates training programs and emergency operations drills to prepare County department staff to respond quickly and effectively to emergencies;
28. Develops cost estimates and makes budget projections;
29. Writes memos, county commission reports, damage reports, and other administrative reports;
30. Advises departments on their emergency plans and coordinates interdepartmental activities;
31. Applies for and administers federal and state grants;
32. Administers the process for submitting federal and state reimbursement claims for County's costs during and after emergency operations;
33. Represents the County on various internal and external task forces and committees;
34. Exercises general oversight of the Community Relations department, including its Coordinator, operations, and Senior Services.functions;
35. Directs and supervises the emergency preparedness volunteer program;
36. Reviews state and federal proposed legislation and provides recommendations;
37. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

QUALIFICATIONS

Knowledge of

- The principles and practices of public administration and government organization.
- Principles and practices of emergency management, incident command structures, continuity of operation, and emergency mitigation and planning.
- Scientific approaches to emergency mitigation and management based on education, training, experience, ethical practice, public stewardship, and continuous improvement.
- Public Information Officer practices including social media and other appropriate methods during disaster situations.
- Research techniques, methods, and procedures.
- The principles, methods, and practices of municipal budgeting and finance.
- Federal and state grant application processes and sound fiscal administration of grants.
- Principles and practices of local emergency management.

Ability to

- Integrate and apply the concepts of comprehensive emergency management (mitigation, preparedness, response, and recovery) into the County's disaster programs.
- Identify and analyze the effects of hazards that threaten the County.
- Secure technical and financial assistance available through state and federal programs and grants.
- Assess available resources, equipment, and personnel available in planning and responding to emergencies.
- Develop and maintain working relationships with private, military, local, state, and federal officials in order to keep up to date on current issues facing the emergency management community.
- Interpret federal and state funding regulations as they impact the County.
- Gather pertinent facts, make thorough analyses, and arrive at sound conclusions.
- Perform a broad range of supervisory responsibilities over others during emergency management functions.
- Comprehend and make inferences from written material in the English language.
- Work cooperatively with other County employees, representatives from state and local governments, and the public.
- Produce written documents with clearly organized thoughts using proper English sentence construction, punctuation, and grammar.
- Communicate orally in face-to-face, one-on-one settings, in group settings, and by telephone.
- Observe, compare, or monitor data included in management reports to determine compliance with procedures.
- Work safely without presenting a direct threat to self or others.

- Coordinate emergency activities and functions, coordinate Emergency Operations Center functions and direct and facilitate emergency incidents.
- Use office equipment including computers, copiers, TV's, cameras, fax machines, radios and transmit/receive radio communications, and telephones.

Licensing, Education, and other Requirements

- Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:
 - Five years of responsible emergency management experience, including two years of supervisory experience, and an Associates degree in public or business administration, government management, industrial engineering, law enforcement, emergency management, fire science or a related field.
 - Other combinations of experience and education that meet the minimum requirements may be substituted.
- Must obtain FEMA ICS 100, 200, 300, 400, 700, 800, 800a, Debris Management, G-191 EOC operations class, L-449, Recovery and Mitigation classes within 18 months of hire. Any other FEMA ICS courses completed will be considered as additional training of importance for the position.
- This position requires the use of personal or County vehicles on County business. Individuals must be physically capable of operating the vehicles safely, possess a valid Nevada driver's license, and have an acceptable driving record. Use of a personal vehicle for County business will be prohibited if the employee is not authorized to drive a County vehicle or if the employee does not have personal insurance coverage. Must complete emergency vehicle driving classes as approved by the County Manager and obtain satisfactory completion within one year of hire.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT:

The conditions and requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

- **Physical Requirements**

Strength, stamina, and dexterity to walk on uneven or slippery surfaces, move from place to place within the office and at outdoor sites, to repeatedly stand, sit and walk. Climb up and down ladders; enter "non-permitted" confined

spaces and other areas; visual acuity sufficient to read gauges and observe conditions at disaster sites in a variety of lighting conditions, including bright light, low light, and low visibility conditions. Spend extended periods of time operating computer terminals and keyboards. Ability to lift and move objects weighing up to 50 lbs. Corrected hearing and vision to normal range. Verbal communication ability. *In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.*

- **Working Environment**

Work in outdoor and indoor environments with intermittent to frequent exposure to a variety of extreme weather conditions including heat, rain, snow, cold, wind, dust, and smoke. Work is performed on public and private property and on uneven terrain with possible exposure to moving objects and vehicles. Occasional work in “non-permitted” confined areas. Indoor work is performed in an office type environment where most work is performed at a desk. Work is typically performed independently. Frequent interruptions to planned work activities occur. Regular contact with other staff and the public.

This job description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.