

**POSITION DESCRIPTION
COUNTY OF FULTON, INDIANA**

POSITION: Deputy Director
DEPARTMENT: Emergency Management
WORK SCHEDULE: 8:00 a.m. – 2:00 p.m., M-F
JOB CATEGORY: PAT (Professional, Administrative, Technological)

DATE WRITTEN: June 2009
DATE REVISED:

STATUS: Part-time
FLSA STATUS: Non-exempt

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

Incumbent serves as Deputy Director of the Fulton County Emergency Management Agency, responsible for managing daily office operations and providing support to Director.

DUTIES:

Performs duties of Director in his/her absence.

Answers telephone and greets office visitors, determining nature of call, providing information and assistance, taking messages, and/or referring callers to appropriate individual or department. Operates/responds to two-way radio.

Performs general secretarial/office management duties, including, but not limited to, composing, typing, copying, and filing various documents, correspondence, memoranda, agendas, notices, statistical and financial reports, forms, and bulletins; maintaining organized files and records; entering data in computer; maintaining and ordering office supplies; processing payroll and claims; and assisting with budget preparation and administration.

Assists with coordinating activities during declared emergencies, maintaining communication with news media, volunteers, emergency personnel, and local, state, and federal authorities. Assists in coordinating field operations as directed.

Supervises volunteers in conjunction with Director and assists in coordinating and instructing emergency awareness drills/training programs for volunteers and emergency service personnel.

Assists in updating the Comprehensive Emergency Management Plan (CEMP). Assists Director in working with local government agencies and community organizations in reviewing and updating the plan.

Assists in coordinating hazardous materials incident operations. May respond with EMA hazardous material equipment to assist agencies in the event of a chemical release or emergency as requested. Maintains legally mandated files on County hazardous material sites according to EPA regulations.

Develops and coordinates systematic storage of legal documents, research papers, and other documents needed in decision making process during a State of Emergency.

Attends annual training sessions as required.

Occasionally responds to emergencies on a 24-hour basis.

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 Professional Emergency Management (PEM) certification.

Thorough knowledge of and ability to make practical application of local, state, and federal emergency management operations, and ability to assist in updating and effectively implementing the Fulton County Emergency Operations Plan.

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 prepare detailed written reports within established deadlines.

Knowledge of and ability to assist in budget preparation and administration.

Working knowledge of current training programs and ability to coordinate training of volunteers.

Knowledge of standard filing systems and ability to create and maintain Department files.

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 supervise and direct emergency management volunteers.

Ability to effectively communicate orally and in writing with co-workers, volunteers, local, state, and federal emergency service personnel, law enforcement, County officials, Red Cross, and the general 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 understand, memorize, retain and carry out oral and written instructions.

Ability to perform arithmetic computations quickly and accurately and read/interpret graphs and charts.

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

Ability to apply knowledge of people and locations, plan/layout assigned work projects, and perform arithmetic calculations.

Ability to put into effect changes in policies and procedures, coordinate activities, and utilize good judgment in extreme and uncommon situations.

Ability to occasionally make public speaking presentations 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 occasionally work extended hours, evenings and/or weekends and occasionally travel out of town for meetings/training, sometimes overnight.

Possession of a valid Indiana driver's license and demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent performs duties according to state and federal regulations and standard operating procedures. Duties are somewhat restricted in scope, involving several variables and considerations. Incumbent exercises independent judgment in applying ordinances to individual cases.

III. RESPONSIBILITY:

Incumbent applies standardized practices to specific circumstances where desired results are clearly indicated, reporting unprecedented situations to supervisor and/or County Commissioners as needed. Incumbent receives indirect supervision, with work periodically reviewed for soundness of judgment.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, volunteers, local, state, and federal emergency service personnel, law enforcement, County officials, Red Cross, and members of the public for purposes of exchanging/verifying information and executing policies.

Incumbent reports directly to Director.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment and various emergency scenes, involving sitting/standing/walking for long periods, lifting/carrying persons or heavy equipment, pushing/pulling objects, bending, reaching, crouching/kneeling, close/far vision, color/depth perception, speaking clearly, hearing sounds/communication, handling/grasping/fingering objects, driving, 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 and universal health precautions must be followed at all times to ensure safety of self and others.

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

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Deputy Director of the Emergency Management Agency 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 responsible for reading this job description and complying with all job duties, requirements and 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