

POSITION DESCRIPTION

POSITION TITLE: EMERGENCY MANAGEMENT COORDINATOR

DEPARTMENT: Emergency Management

DATE: October, 2016

POSITION SUMMARY: Administers the County's emergency management program, responsible for mitigation of, preparedness for, response to and recovery from disaster or major emergencies which may occur within Boise County.

ESSENTIAL FUNCTIONS:

Manages the funds and expenditures of the Department of Emergency Management. Prepares budgets for departmental operations and administers expenditures throughout the fiscal year. Prepares and submits requests and applications for grants for federal and/or state funded programs/projects. Administers grant awards and prepares required reporting.

- **Directs and coordinates response in the event of a disaster or emergency.** Assures that the County's emergency plans, operations and procedures are implemented. Establishes and maintains an Emergency Operations Center. Establishes and promotes proper procedures for notification and/or evacuation during disasters. Provides coordination and dissemination of emergency alert warnings and public information during a disaster. Remains available for emergencies at all times of the day and night.
- **Prepares the county for emergency response.** Coordinates county-wide preparation for emergencies. Possesses and maintains a broad knowledge of the area personnel and equipment resources. Maintains appropriate databases and call-out rosters to enable prompt activation of personnel and equipment resources. Prepares and maintains records of and is accountable for emergency management activities and equipment.
- **Maintains appropriate and required response and mitigation plans.** Assists in hazard analysis, capability assessment and resource identification throughout the County. Provides for the development and implementation of All Hazards Response Plan of the Boise County Emergency Operations Plan. Provides assistance to local governments and industry in planning for response to All Hazard incidents. Assures county compliance with federal and state regulations as they apply to the Emergency Planning and Community Right-to Know Act of 1986 (SARA Title III). Makes sure that all necessary plans are distributed and maintained throughout the County. Reviews subdivision plans, conditional use permit applications and other types of planning and zoning documents to determine potential hazardous features affecting the applicant and Boise County.
- **Develops and executes training and exercise plans** to formally schedule and implement training classes and periodic exercises to validate county plans and response capabilities. Provides for public information and education on emergency resources and procedures.
- **Serves as the principal advisor to the Board of County Commissioners** on program status, emergency operations, and response and recovery activities. Provides for coordination and cooperation among government agencies and private entities.

POSITION DESCRIPTION

NONESSENTIAL FUNCTIONS:

- Performs other emergency management duties as assigned or required.
- Provides to the County and to County residents a consolidated calendar of available local and regional training.
- Attends emergency management courses, workshops and conferences to fulfill the needs of the Emergency Management department and the County.
- Provides notice of pertinent training to the members of the Local Emergency Planning Committee, local agencies and elected officials.
- Coordinates with other agencies, counties, and municipalities for Memorandum of Understanding with the Boise County Emergency Operations Plan.
- Coordinates with the Fire Mitigation Forester to integrate fuel treatments and timber harvests into the hazard Mitigation Plans of the County.

REPORTING RELATIONSHIP: Position reports directly to Board of County Commissioners.

NECESSARY SKILLS AND ABILITIES:

- Must have the equivalent of a minimum of five years' experience in at least one of the following areas: emergency management, safety, fire, law enforcement, emergency medical services, American Red Cross, Salvation Army or similar emergency services or career military experience.
- Must acquire Certified Emergency Manager status within five years of hire.
- Must be able to communicate effectively and efficiently in a variety of settings, including when needing to make significant decisions regarding county resources in a short period. Such settings range from presenting safety information before an audience in a public speaking setting, to communicating with first responders on the phone in a crisis, and various settings in between.
- Must be able to stay on task with frequent interruptions or distractions, and adjusts priorities quickly as circumstances change.
- Must be able to work irregular hours at any hour of the day or night by remaining on-call, responding to calls, text messages, and emails, and physically reporting to any given location.
- Must have reliable transportation to and from any given location in Boise County and in the city of Boise at any time of the day or night.
- Must have written communications skills and a basic competence with Microsoft Office products.
- Must have supervisory and management experience, able to work with minimal supervision.
- Must be able to perform essential duties with or without reasonable accommodation, efficiently and accurately, without posing a threat to the safety or health of others and self.
- Must be familiar with and able to work within the Incident Command System.
- Must be able to remain in a stationary position 50% of the time.
- Must be able to occasionally move about inside an office setting to access file cabinets, office machinery, and to operate a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.

POSITION DESCRIPTION

- Must be able to move audio/visual equipment and laptop computer weighing up to 20 pounds from different locations for meetings and presentations.
- Must be able to operate a video camera, 35mm camera, digital camera, slide and overhead projectors, VCRs, laptop and desktop computers.
- Must be able to express or exchange ideas by means of the spoken word. Must be able to convey detailed or important spoken instructions to others accurately and quickly.
- Must be able to perceive the nature of sounds at normal speaking levels with or without correction, whether in person or over the phone. Must be able to receive detailed information through oral communication, and to make the discriminations in sound.

Nothing in this job description restricts the County's right to assign or reassign duties and responsibilities to this job at any time.