

JOB DESCRIPTION

TITLE: EMERGENCY MANAGEMENT COORDINATOR

DEPARTMENT: Emergency Management

DATE: April 2017

BASIC FUNCTION: Responsible for mitigation of, preparedness for, response to and recovery from disaster or major emergencies which may occur within Boise County.

MAJOR DUTIES:

- Administers the County's emergency management program.
- Oversees Boise County's Local Emergency Planning Committee, serves as a member of the East Boise County Ambulance Advisory Board, and attends meetings of the Boise County Fire Chiefs Association.
- Prepares budgets for departmental operations.
- 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.
- Prepares requests for grants for federal or state funded programs/projects.
- Administers grant awards and prepares required reporting.
- Prepares and maintains records of and is accountable for emergency management activities and equipment.
- Establishes and promotes proper procedures for notification and/or evacuation during disasters.
- Provides for the development and implementation of All Hazards Response Plan of the Boise County Emergency Operations Plan.
- Provides a consolidated calendar of available local and regional training.
- Develops a training and exercise plan to formally schedule and budget for training classes and periodic exercises to validate county plans and response capabilities.
- Provides for public information and education on emergency resources and procedures.
- Provides assistance to local governments and industry in planning for response to All Hazard incidents. The resulting local plans and resource information will be incorporated into the Boise County Emergency Operations Plan and be available at the Public Safety Building.
- Assists in hazard analysis, capability assessment and resource identification throughout the County.
- 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).
- Attends emergency management courses, workshops and conferences to fulfill the needs of the Emergency Management department and the County.
- Establishes and maintains an Emergency Operations Center.
- Coordinates county-wide preparation for emergencies.
- Maintains emergency operations plans, guidelines and SOP's.
- Serves as the principal advisor to the Board of County Commissioners on program status; emergency operations, and response and recovery activities.

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- Provides for coordination among governments, the cooperation of governments and the private sector as required.
- Assures that the County's plans, operations and procedures are implemented.
- Carries out those responsibilities and obligations incurred by county participation in state and federal emergency management programs.
- Possesses 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.

ADDITIONAL DUTIES:

- Performs other emergency management duties as assigned or required.
- Provides coordination and dissemination of emergency alert warnings and public information during a disaster.
- 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.

QUALIFICATIONS:

- Must have five years' experience in one of the following; 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 have and maintain a valid State of Idaho driver's license.
- Must have a basic competence with Microsoft Office products.
- Must have written and verbal communications skills.
- Must have public relations and speaking skills.
- Must have supervisory and management experience.
- Must be able to perform essential duties with or without reasonable accommodation, efficiently and accurately, without posing a direct safety of health threat to others and self.
- Must be able to work with minimal supervision.
- Must be familiar with and able to work within the Incident Command System.
- Must be able to operate a video camera, 35mm camera, digital camera, slide and overhead projectors, VCRs, laptop and desktop computers.