INTERNAL JOB POSTING

EMA DIRECTOR

The Board of Preble County Commissioners will accept applications for the full time, unclassified position, FLSA exempt position of EMA Director. Interested individuals may obtain a classification specification which outlines the responsibilities of this position including qualifications and duties. The starting rate for this position is $16.23 per hour.

Applications may be obtained in the Commission Office located on the 1st Floor of the Preble County Courthouse, 101 East Main Street in Eaton, Ohio, between the hours of 8:30 A.M. and 4:00 P.M., Monday thru Friday. Applications will be accepted until 4:00 P.M. on Tuesday, August 27, 2013.

Preble County is an equal opportunity employer.

Posted: August 21, 2013 – August 27, 2013

CLASSIFICATION SPECIFICATION

PREBLe COUNTY
An Equal Opportunity Employer

TITLE: DIRECTOR
DEPT.: EMERGENCY MANAGEMENT AGENCY

JOB RESPONSIBILITIES:

Responsible for the planning and development of a County-wide emergency management plan; maintaining and coordinating the development and implementation of the Chemical Emergency Response and Preparedness Plan under Chapter 3750 of the Ohio Revised Code. Work is performed under the general direction of the Board of County Commissioners.

QUALIFICATIONS:

Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed below. An example of an acceptable qualification for this position is:

Extensive knowledge of the principles of administering an emergency management program; Thorough knowledge of the structure & management of local, state and federal government; Experience and/or working knowledge of emergency management planning process, including hazard analysis and capability assessment; Initiative and imagination in preparing and developing operational plans; Ability to write clearly and concisely and to speak effectively before groups; Superior ability to work effectively with governmental and other public agencies; Ability to exercise good judgement in evaluating situations and making decisions; ability to develop and deliver emergency training programs for the general public; ability to professionally expose, promote and build community confidence in local public services; working knowledge of computer operation, including basic word processing, spreadsheets and databases.

Must be able to respond, when dispatched, to any emergency related site located in Preble County within 25 minutes from their residence.
ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)

- Plans and develops the overall county emergency management program, and coordinates the activities of all local agencies having emergency management responsibilities.

- Responsible for the supervision, scheduling, and planning of work for employees in the operation of the E.M.A. office.

- Coordinates the county emergency management program with the Ohio E.M.A. and other emergency management agencies to assure its activities are an integral and coordinated part of the overall state and national programs.

- Consults and advises the Board of County Commissioners in all emergency management matters, including SARA Title III.

- Responsible for formulating operational plans for emergency operations for the continuance of local government in an emergency.

- Responsible for establishing and maintaining emergency management capability not normally provided by other government agencies, such as warning, radiological defense, shelters and nuclear civil preparedness.

- Responsible for directing a program for securing and maintaining information regarding resources and facilities for use in the event of a nuclear attack or natural disaster.

- Responsible for the establishment and maintenance of an emergency operations center and a warning system.

- Responsible for promoting and maintaining an emergency management training program.

- Responsible for preparing the budget, all necessary requisitions, purchase order and reports, and maintaining all records pertinent to the administration of the program.

- Responsible for maintaining analysis of hazards deemed likely to confront the county and implementation of Chemical Emergency Response and Preparedness Plan as required by Chapter 3750 of the Ohio Revised Code.

- Responsible for the operations of the LEPC (Local Emergency Planning Committee)

- Performs other related duties as required.