

**COUNTY OF MARLBORO
JOB POSITION DESCRIPTION**

JOB TITLE: Emergency Management Director
E-911/Emergency Preparedness
DEPARTMENT: _____
REPORTS TO: County Administrator **FLSA STATUS:** Exempt
DATE APPROVED: 10/29/2022 **APPROVED BY:** JRM

I. PURPOSE / SUMMARY:

Under limited supervision, must be mentally and physically capable of planning, organizing, administering and coordinating a countywide, multi-hazard, comprehensive disaster preparedness program. Plans and directs the activities of the County Central Dispatch/911 Center and Radio Systems Operations. Coordinates emergency resources, information, services and facilities within the jurisdiction for use before, during, and after emergency situations. Supervises management, staff and clerical personnel; reviews work of subordinates for completeness and accuracy.

II. ESSENTIAL FUNCTIONS:

- Supervises the operations of the Emergency Preparedness department, Central Dispatch/911 Center and County radio systems operations. Supervisory duties include instructing; assigning, reviewing and planning work of others; maintaining standards; coordinating activities; allocating personnel; selecting new employees; acting on employee problems; and recommending and approving employee transfers, promotions, discipline and discharges.
- Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations as appropriate; offers advice and assistance as needed.
- Supervises the development of effective and comprehensive emergency operations plans for county, local government departments, and other organizations within the jurisdiction. Develops and prepares materials for local emergency operations programs; assists schools and businesses with preparing disaster plans. Plans and conducts simulated exercises to test plans and to train key personnel.
- Supervises the daily operations of the County Central Dispatch/911 Center. Insures efficient and prompt emergency communications.
- Supervises operations of the County Radio System Operations; oversees negotiation and administration of contracts for purchase, lease, and maintenance of communications equipment and services.
- Maintains awareness of weather conditions and implements warning procedures as necessary.
- Supervises operations of the County Emergency Operations Center during emergency responses.
- Applies for federal financial assistance for emergency preparedness purposes.
- Directs the personnel, budget, purchasing, payroll, and inventory control functions of the department. Prepares, presents and monitors the department budget.
- Supervises and directs public awareness programs and special events.
- Receives and responds to complaints and concerns regarding department personnel and procedures.

- Attends classes, courses, and seminars as appropriate.
- Receives, reviews, prepares and/or submits various documents including budget documents, FEMA reports, incident reports, monthly reports, travel forms, job applications, payroll reports, purchase orders, statistical analyses, performance appraisals, memos, correspondence, etc.
- Ensures NG 911 GIS Mapping is maintained and accurate to include adding/modifying any address points and other GIS layers associated with NG 911 Operations.

III. SKILLS/EDUCATION/OTHER REQUIREMENTS:

- Bachelor's Degree in Criminal Justice, Public Administration, Public Safety, or a related field (Master's Degree preferred) and
- Minimum 4 to 6 years of experience in emergency preparedness and/or E-911 operations or
- Any equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.
- Must be computer literate with experience in Microsoft Windows, Word and Excel and computer software essential to department operations and have a working understanding of IT network operations.
- Must be proficient in the operations of equipment including radio system and any equipment essential to the department operations.
- Must be able to interact and communicate with various groups and individuals such as the County Administrator, Subordinates, County Department Directors, Managers, Emergency Agencies, State and Federal Agencies, School Personnel, Red Cross and other volunteer personnel, media representatives, sales and service representatives, hospital personnel, civic organizations, and general public.
- Valid SC Driver's License.

IV. CERTIFICATIONS REQUIRED:

- Must have completed or complete within scheduled time any training as recommended by the State of South Carolina Emergency Management Division.

V. SUPERVISION:

- Supervises or delegates the supervision of all assigned department personnel.

DISCLAIMER

This job description indicates the general nature and level of work expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required and the responsibilities of the position may change.