



## **Job Description**

### **Emergency Management Director**

#### **Purpose of Classification**

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The purpose of this classification is to direct, plan and develop the activities of Decatur County Emergency Management with the goals of preventing emergency situations; reducing the vulnerability during disasters; establishing capabilities to protect residents from effects of the crisis; responding effectively and efficiently to actual emergencies; and providing for rapid recovery from any emergency or disaster which affects the local jurisdiction.

#### **Position Summary**

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The position of Emergency Management Director is to ensure the Emergency Operations direct, plan, and develop the activities of Decatur County Emergency Management as set forth under the State of Georgia Emergency Management Act of 1981.

#### **Essential Functions**

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- ❑ Planning, developing and updating the Local Emergency Operations Plan required by the Emergency Management Act of 1981 for Decatur County and all municipalities within the county.
- ❑ Oversees planning, developing and updating the Pre-Disaster Mitigation Plan required by the Mitigation Act of 2000 for Decatur County and all municipalities within the county.
- ❑ Implements interagency coordination for emergency operations.
- ❑ Coordinates with media sources to disseminate disaster or emergency information or public service announcements.
- ❑ Requests functional support from other local, state or federal agencies as needed to assist with the response to an emergency or disaster incident.
- ❑ Responsible for coordination, staffing and planning of the Emergency Operations Center (EOC).
- ❑ Coordinates and participates in exercises with emergency agencies within the county to test the disaster/emergency operations plan.
- ❑ Coordinates and participates in training programs in areas such as first aid, shelter management, and emergency operations.

- ❑ Coordinates volunteer resources used during disaster/emergency incidents.
- ❑ Locates and acquires permission to use facilities as shelters; acquires supplies as necessary.
- ❑ Prepares all necessary reports and paperwork required by local, state and federal agencies on local emergency management activity.
- ❑ Develops the annual budget for emergency management activities; monitors expenditures.

### **Minimum Qualifications**

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- ❑ High School or GED
- ❑ Appointment by the Decatur County Board of Commissioners; approval by the Governor of Georgia.
- ❑ Completion of all courses required by Georgia Emergency Management Agency for the Emergency Management Director.
- ❑ Knowledge of appropriate training standards and annual training requirements.
- ❑ Ability to effectively convey information in verbal and written form; to practice legible handwriting on reporting forms; to solve problems using logical or scientific applications, and to accurately perform math and algebraic calculations related to the job.
- ❑ Ability to maintain a favorable working relationship with the public, business community, intergovernmental associates, officials, volunteers and other employees.
- ❑ Ability to remain calm and professional, and to work as a team leader and/or commander under stress caused by emergencies, danger and criticism.
- ❑ Ability to motivate and manage people, and to demonstrate skillful interpersonal dynamics.
- ❑ Ability to manage multiple tasks simultaneously.
- ❑ Ability to work daily during the workweek, overtime as required, and on-call status 24 hours a day, 7 days a week.

### **Additional Qualifications**

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- ❑ Possess the ability to effectively train and convey the information to employees, government officials and the public in a supportive learning environment.
- ❑ Possess the mental ability to respond to emergencies, to evaluate others under both favorable learning and emergency situations.
- ❑ Possess the mental ability to effectively accept and process that death is an aspect of the job.
- ❑ Requires the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing, balancing, stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight.

### **Working Conditions**

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Field conditions related to all duties and responsibilities, including but not limited to exposure of hazardous materials, fumes/odors/smoke, isolation, moving machinery, noise, visual strain, unprotected heights, wearing a respirator and self contained breathing

apparatus, working on uneven ground, mechanical hazards, biological hazards, medical hazards, electrical hazards, traffic hazards, possible explosions, and bodily injury that may result in physical disabilities or death of the provider in this position. The position has significant work place pressure and requires irregular working hours. General office conditions related to training, monitoring, and general administrative duties.