

LANCASTER COUNTY
EMERGENCY MANAGEMENT DIRECTOR

NATURE OF WORK

This is responsible administrative, technical and complex public contact work planning, implementing and coordinating various phases of disaster preparedness, homeland security and emergency management as may be needed by the City and County.

Work involves responsibility for planning, implementing and coordinating a comprehensive program which includes all phases of disaster preparedness as outlined in federal and state legislation and regulations. Work also includes establishing and coordinating procedures with other governmental agencies, business firms and volunteer workers plus organizing citizen groups and technical advisory committees for assistance in disaster preparedness and emergency management planning and operations. Work is performed under the general supervision of the County Board of Commissioners with work reviewed in the form of conferences, reports and adherence to federal and state guidelines. Supervision is exercised over subordinate and volunteer staff. This is an unclassified position.

EXAMPLES OF WORK PERFORMED

Supervise the research, analysis and planning phases of a disaster preparedness and emergency management program; review operating procedures and coordinate these procedures with other governmental agencies, business firms and volunteer groups; plan and direct disaster preparedness drills; organize citizen groups and technical advisory committees for assistance in disaster preparedness and emergency management planning and operations.

Coordinate emergency plans, programs and operations of federal, state, County and City agencies, and other public or private emergency management services agencies.

Supervise the planning, installation, testing, operation and maintenance phases of integrated, county-wide warning systems; develop standard operating procedures for county warning systems; supervise a continuing public education program related to the use of county warning systems.

Develop, revise and maintain a comprehensive County Emergency Management program which includes mitigation, preparedness, response and recovery functions.

Under emergency conditions, coordinate the use of City, County, State, Federal and private resources as may be available and needed to manage the situation.

Prepare speeches, newspaper, television and radio releases; address civic, business and other interested organizations on matters relating to disaster preparedness and emergency management; prepare and disseminate booklets, bulletins and lesson plans involving mitigation preparedness, response and recovery from any and all natural and manmade disasters.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

Considerable knowledge of the principles and procedures of disaster preparedness planning and operations according to federal and state regulations.

Considerable knowledge of electronic communications systems, community health and safety services and related emergency service resources.

Considerable knowledge of disaster preparedness legislation and regulations related to emergency management.

Knowledge of the techniques of mass communication.

Knowledge of National Incident Management System (NIMS) and Incident Command System (ICS).

Ability to plan, organize, implement and supervise complex research projects and operational policies.

Ability to plan, assign and supervise the work of subordinate and volunteer personnel.

Ability to manage grants and funds.

Ability to communicate effectively both orally and in writing.

Ability to coordinate multiple services and functions during high stress situations.

Ability to establish and maintain effective working relationships with the general public, other governmental agencies and co-workers.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university with major coursework in business administration, public administration, communications, education or related field plus progressively responsible experience in the area of planning, implementing and coordinating activities in an administrative capacity.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in business administration, public administration, communications, education or related field plus some experience in the area of planning, implementing and coordinating activities in an administrative capacity or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

Possession of a valid driver's license when operating a vehicle is necessary for the satisfactory performance of assigned duties.

Meets current National Incident Management requirements for grant funding.

Possession of a National Incident Management System certification or ability to obtain such within the first six (6) months of appointment.

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