**Job Description & Duties Statement**

**Union County Emergency Manager**

**GENERAL STATEMENT OF DUTIES OF EMERGENCY MANAGEMENT**

Under the direct supervision of the Union County Commission, performs administrative and managerial work associated with the organizing, directing, coordinating and traiing of activities and objectives of the Union County Division of Emergency Management along with preparing for equipment and facility reviews related to disaster response and prevention.

**EMERGENCY MANAGEMENT DIVISION OF TYPCIAL DUTIES AND RESPONSIBILITIES**

Performs assigned duties and functions including but not limited to:

* Plans, organizes and coordinates all disaster response programs for Union County
* Establishes standard operating procedures for all aspects of the Emergency Operational Plan for local control centers
* Informs and advises the public and various groups and departments on the need for shelters, warning and emergency measures
* Functions as the liaison between emergency volunteers and the County and State Emergency Disaster Services Offices
* Assists in the maintaining an providing for the upkeep of emergency operations center equipment and building
* Attends meetings, workshops, conferences and seminars
* Reports to the county commission on the progress of the projects and the general operation of the department
* Develops and maintains positive, professional relationships with the general public and other employees
* Performs other such duties and functions as assigned and necessary to the proper performance of the position

MINIMUM QUALIFICATIONS

* No less than Two (2) years experience in Emergency Management of which no less than two (2) years were in a supervisor or managerial capacity, or any such combination of education, experience and training as may be acceptable to the hiring authority
* Trained and certified in ICS 100/200/300 and NIMS 700/800
* Knowledge of communication systems, frequencies, equipment capabilities, antenna systems and FCC regulations
* Knowledge of the programs, responsibilities, standards, procedures, organization and the rules and regulations of the Department as well as federal, state and local government
* Demonstrated ability to effectively communicate both verbal and written instructions of a technical and professional nature
* Demonstrated organizational skills
* Ability to withstand variable weather conditions and to work extended hours as needed
* Availability to be on-call 24-hours per day
* Wage depending on experience