

EMERGENCY MANAGEMENT DEPUTY DIRECTOR

JOB DESCRIPTION

Job Title: Emergency Management 2nd Deputy/Administrative Assistant

Effective Date: 05/31/2022

NATURE OF WORK

Under limited supervision, oversees, and manages emergency management operations during emergency and disaster operations, oversees volunteer staff and programs to administer and implement a comprehensive mitigation, preparedness, response, and recovery strategy to address natural or manmade disasters while also ensuring compliance with Federal and State laws, and County code, policies, and procedures.

ESSENTIAL FUNCTIONS:

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Manages and directs the daily activities of the Pittsburg County Emergency Management programs through appropriate managerial support and work supervision.
- Meets regularly with volunteer staff to offer technical advice and guidance; analyze and evaluate issues and proposals; plan, prioritize and assign tasks; identify knowledge and performance gaps, and counsel, train, and coach staff to meet performance goals and quality standards; monitor work and evaluate performance.
- Supervises volunteer staff and employees assigned to the Office of Emergency Management.
- Analyze operational and organizational problems within the Office of Emergency Management, recommend policy and procedure changes, initiate improvements in the Office of Emergency Management operations, and organize resources.
- Ensures proper training of staff and volunteers.
- Assist in managing and directing safety initiatives, safety meetings and safety trainings to meet all Pittsburg County and OSHA standards.
- Develops and maintains liaison with emergency organizations within Pittsburg County, adjoining counties, attend various meetings, workshops, and seminars.
- Works in close coordination with law enforcement agencies, departments, regional hazardous materials team, American Red Cross, and other emergency services organizations as necessary for successful operation of the County's Emergency Management Program.
- Responds with or for the Emergency Management Director during major emergencies or disasters. Responds to and/or sets up the Emergency Operations Center (EOC). Assists with or schedules staffing of the EOC when activated. Assists in the development of training for the Pittsburg County EOC.
- Appears for scheduled work with regular, reliable, and punctual attendance. Establishes and maintains cooperative, effective, and productive working relationships using tact, patience, and courtesy. Effectively plans and organizes work and completes tasks within prescribed

timeframes. Oversees the daily operation and performs other related duties as need or assigned.

WORKING ENVIROMENT / PHYSICAL DEMANDS:

Work is performed primarily in an office environment involving frequent use of a personal computer. Moderate physical demands involving lifting or sitting and/or standing for extended periods of time may be required. Will be required to work non-traditional hours and perform work outside in inclement weather and potentially hazardous conditions. Attendance at conferences, offsite meetings and training sessions will be required some of which may involve overnight stay.

QUALIFICATIONS / EMPLOYMENT STANDARDS:

Training or certification in fire, police or emergency management, or related field, and/or administrative work experience related to the duties and responsibilities of this position, including management/supervisory experience, is required; or an equivalent combination of related experience and education which provides the applicant with the desired skills, knowledge, and ability required to perform the work. Must possess a clear criminal history. Ability to obtain FEMA/Homeland Security training certificates that fulfill the State of Oklahoma new director requirements within one year.

NOTE: A criminal background check, and drug test, will be conducted on all successful applicants prior to their being appointed to this position.

KNOWLEDGE AND SKILLS:

Knowledge of:

- . County policies and procedures.
- Principles and practices of emergency management.
- Federal, State, and County laws, codes, rules, and regulations related to emergency management.
- Principles of record keeping and records management.
- Supervisory principles, practices, and methods.

Skills in:

- Managing staff, delegating tasks and authority, and coaching to improve staff performance.
- Working effectively with others to develop solutions.
- Emergency management assessments and evaluating service response.
- Establishing and maintaining effective working relationships with co-workers, other County employees, and representatives from other City, County, State and Federal agencies.
- Reading, understanding, interpreting, and applying relevant County, State and Federal statues, codes, rules, and regulations.
- Assessing and prioritizing multiple tasks, projects and demands.
- Evaluating, analyzing, and identifying problems, and recommending effective solutions.
- Operating a personal computer utilizing standard and specialized software.
- Communicating effectively verbally and in writing