

**CAMPBELL COUNTY FISCAL COURT  
POSITION DESCRIPTION**



<b>Position Title:</b>	Office of Emergency Management (OEM) Deputy Director – Operations
<b>Department:</b>	Office of Emergency Management (OEM)
<b>Reports To:</b>	OEM Director
<b>FLSA Status:</b>	Non-exempt
<b>Employment Status:</b>	Full Time – 70 hours Bi-weekly
<b>Pay Grade:</b>	5

**SUMMARY:**

Assists with program oversight and training related to all aspects of emergency preparedness, response, recovery, mitigation activities, and continuity of governmental services in accordance with the provisions of the Kentucky Emergency Management Code, KRS Chapter 39 (A-F) as well as other applicable Federal, State and County laws, directives, policies, and procedures.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:** includes, but are not limited to:

- Provides recommendations to the OEM Director and senior county leadership regarding emergency services operations and all plans for activities declared a “state of emergency”;
- Assists with and/or conducts training for local coordinators and newly appointed coordinators;
- Assists with coordinating emergency services training on a Countywide basis that includes: Establishing schedules, locations and communications for training sessions; Meeting with instructors to get an overview of the material; and Securing resources, supplies and other needs;
- Coordinates the agency exercise program testing elements of the organization and its support groups to prepare for various emergency conditions;
- Serves as manager of the County’s Emergency Operations Center (CCEOC) during emergency activations, directing the functions of the Emergency Operations Center as directed by the OEM Director or other authorities which may require working extended non-business hours during emergencies;
- Assists the OEM Director with overseeing staff activities related to emergency response preparedness, recovery and mitigation, training and operations including providing direction and guidance to all staff and volunteers as necessary;
- Coordinates Emergency Shelter Operations and Points of Distribution and acts as liaison with American Red Cross.
- Provides recommendations to the OEM Director and senior county leadership regarding emergency services operations and all plans for activities declared a “state of emergency;”
- Represents the OEM on a variety of committees, councils and boards applicable to emergency management;
- Serves as the county Search and Rescue Coordinator;
- Assists in research, application and overall management of grants for department; and
- Assumes duties and responsibilities of coworkers and performs other duties as assigned.

**QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES):**

- Thorough knowledge of the goals and objectives of public emergency management and safety programs;
- Knowledge of and experience with the Incident Command System (ICS) under the National Incident Management System (NIMS);
- Ability to develop and implement operational and administrative procedures, reporting requirements and related activities;
- Ability to establish and maintain effective working relationships with associates, law enforcement officials, fire and emergency medical agencies, representatives from other local, State and Federal agencies, and the general public;

- Knowledge of and experience with Emergency Management technology and equipment.
- Ability to effectively communicate in both verbal and written form with executive level managers, senior government officials and general public; and
- Ability and willingness to work extended hours during an active emergency.

**EDUCATION AND EXPERIENCE:**

One (1) year of professional experience performing emergency management tasks such as but not limited to the following: Providing notification of severe weather to the public and/or local officials; Serving as the focal point for all responses of hazardous materials incidents; Supporting emergency communications; Using guidelines or plans to coordinate incidents or emergencies; Executing emergency plans and recording all emergency incidents; Preparing reports and briefings for senior emergency management staff; Maintaining an incident database; and Operating various specialized operating systems. The required one year of professional experience can be substituted with thirty (30) hours of college-level coursework related to emergency and security management. ICS 100, 200, 300, 400, 700, and 800 certifications are required.

**NECESSARY SPECIAL REQUIREMENTS:**

- Shall obtain within three years of appointment the Federal Emergency Management Agency (FEMA) Professional Development Series and the FEMA Advanced Development Series;
- Ability to meet all training requirements established for a Deputy Director in the Kentucky Revised Statutes and the Kentucky Administrative Regulations. Within each full federal fiscal year (October – September) following appointment, the deputy director shall successfully complete 16 hours of training from: Incident Command and Incident Management System Basic –Concepts; Mitigation benefits, methods, resources and planning; Basic EOC; Damage Assessment; and Hazardous Materials Awareness
- Ability to meet all training requirements established or in the FEMA EMPG Guidance;
- Ability to work extended hours during an emergency;
- Possess a valid Driver’s License and maintain an acceptable driving record;
- Exposure to noise extremes due to emergency situations involving weather, homeland security and or hazardous situations; and
- Ability to frequently walk, sit, talk or hear, reach with hands and arms, climb or balance, stoop, kneel, or crawl and occasionally lift or move up to twenty-five (25) pounds.

My signature below signifies that I have reviewed and understand the contents of the position description. I am aware of the requirements of the positions, and will perform to the best of my ability, the job duties and requirements specified in this position description.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date