

**CAMPBELL COUNTY FISCAL COURT
POSITION DESCRIPTION**



Position Title:	OEM Response Officer
Department:	Office of Emergency Management (OEM)
Reports To:	Office of Emergency Management Director
FLSA Status:	Non-exempt
Employment Status:	Part Time
Pay Grade:	4

SUMMARY:

Under the direction of the OEM Director, or Deputy Director, the OEM Response Officer assists in operational functions of Emergency Management and assists with facilitation of County-Wide preparedness, response, recovery, and mitigation activities related to both natural and man-made disaster situations, such as tornados, floods, terrorism prevention and consequence management, including the training of first responders to manage disasters and emergencies.

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

- Assist the Director with management of the all-hazards comprehensive emergency management program for the County and Cities within the County. The goal of the comprehensive emergency management program is to attempt to reduce vulnerability to all hazards and enable the community to be more resilient to significant emergencies and disasters.
- Assist with the coordination of efforts towards core capabilities in the prevention, protection, mitigation, response, and recovery mission areas.
- Assist with the coordination of the Preparedness Cycle for the comprehensive emergency management program including: planning, organizing, and equipping, training, conducting exercises, evaluation, and improvement.
- Assist in the ongoing development, maintenance, and implementation of the Campbell County Emergency Operations Plan (EOP)
- Respond to the scenes of emergencies, declared emergencies or disasters to direct and/or supervise the unified response or provide technical assistance to other public safety agencies within the County; and perform or provide for services not ordinarily performed by local public safety agencies.
- Assist in the maintenance of a primary and secondary Emergency Operations Center (EOC) facility, as well as administering EOC staffing and internal procedures, to enable key officials the ability to control and coordinate operations in emergency conditions.
- Assist in the development, implementation and evaluation of the county emergency management training and exercise program.
- Design, develop and present training material, distribute training and educational materials, design and conduct training, exercises course and programs for various public and private organizations along with the public.
- Assist in the development and implementation of departmental, community-wide and/or regional emergency response policies, procedures, and assets.
- Assist in the program development and implementation of SARA Title III plans and other programs of the Northern Kentucky Emergency Planning Committee;
- Complete required emergency management and public safety training courses as assigned;
- Routinely coordinate preparedness efforts with the “whole community” to include representatives from all levels of government; public safety agencies, private sector, non-governmental, volunteer and faith-based organizations;
- Operate, maintain, service, and/or calibrate various vehicles and other equipment utilized by employees of the department;

- Participate in local, regional, and national organizations which promote emergency management or public safety.;
- Support and assist in the administration, training courses and operations of the Campbell County Community Emergency Response Team (CERT); and
- Develop, implement, and maintain tasks, projects and programs at the request of the Director; and
- Assume duties/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; and
- Ability to effectively communicate in both verbal and written form with executive level managers, senior government officials and general public.

EDUCATION AND EXPERIENCE:

One (1) year of professional experience performing emergency management planning/response/communication tasks or thirty (30) hours of college-level coursework related to emergency and security management. ICS 100, 200, 300, 400 700, 800 certifications, Basic Search and Rescue and Search Management are requirements of the position and must be completed within one (1) year of employment.

NECESSARY SPECIAL REQUIREMENTS:

- Shall obtain within one year of appointment the Federal Emergency Management Agency (FEMA) Professional Development Series and within three years the FEMA Advanced Development Series;
- Ability to meet all training requirements established for a staff person in the Kentucky Revised Statutes and the Kentucky Administrative Regulations.
- Ability to meet all training requirements established or in the FEMA EMPG Guidance;
- Ability and willingness to work on-call as well as extended hours during an emergency;
- Possess a valid Driver’s License and maintain an acceptable driving record;
- Ability to withstand 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