

LYON COUNTY, MINNESOTA POSITION DESCRIPTION

Position Title: Emergency Management Director

Department: Sheriff

Status: Non exempt

Reports to: Sheriff

PURPOSE OF POSITION:

Under limited supervision, the County Emergency Management Director is responsible for coordinating and directing the county's emergency management program in compliance with federal and state guidelines, and to ensure emergency preparedness in Lyon County as listed below. The Emergency Management Director may be required to assist the Sheriff in other divisions as the Sheriff deems necessary.

ESSENTIAL DUTIES AND RESPONSIBILITIES

These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Creates and maintains a current and practical emergency operations plan for the County; ensures that open lines of communication and partnerships are formed with all identified National Incident Management System (NIMS) disciplines.

Reviews and updates the County Emergency Management plans as needed, per State of Minnesota requirements. Organizes and presents information, oversees and ensures NIMS training and compliance requirements to public officials.

Provides and facilitates public education regarding all types of emergencies on a regular basis, in conjunction with seasons of year, or following current events.

Responds to, and participates with emergency responders; including county fire departments, EMS, SWEPT, educational entities, and local law enforcement for assistance and information on resources in emergencies. Coordinates and assists with Hazardous Materials Teams or the state Chemical Assessment Team on critical incidents.

Facilitate and maintain MOU between agencies as needed to effectively provide the best resources to Lyon County emergency services. Provide input and knowledge to the SWRRB and the Statewide Radio Board (SRB) as appropriate to county and regional goals.

Manages, oversees, trains and assists severe weather spotter activities throughout the County. Maintains storm ready status with the National Weather Service.

Oversees budget, personnel, supplies and reporting of the County Emergency Management Department including submission of bills and deposits.

Updates County board with bi-annual report of outcomes and ongoing projects. Submits reports of actions and outcomes regarding all disasters and emergencies directly affecting Lyon County within a reasonable time of the incident to the County Sheriff and County Administrator, not to exceed 30 days.

Responsible for establishing, implementing, maintaining, testing through drills and evaluation; the actual operational systems for responding to known threats to the county. These include but are not limited to; communication, warning, emergency public information, Continuity of Operations Plan (COOP), shelter, radiological and the Emergency Operations Center.

Plans and participates in exercises/drills as required by HSEEP. Plans and conducts training and exercises with these jurisdictions/agencies, three (3) annually at minimum or as required.

Maintain and update, on an ongoing basis, the Standard Operating Guidelines (SOG) and the County Emergency Operating Plans (EOP).

Submit and/or assist in the administration of state and federal emergency performance grants awarded to County Emergency Management, such as Homeland Security (SHSP) and Emergency Management Performance (EMPG) grants.

All other duties as assigned by the County Board or Sheriff

SUPERVISORY RESPONSIBILITIES - None

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Bachelor’s degree in emergency management or related field and two (2) years’ experience in emergency management, emergency preparedness, planning, business or public administration; or, an equivalent combination of education and experience which provides the requisite knowledge, skills and abilities for this position.

Must possess a valid driver’s license and reliable transportation. Computer experience using word processing, spreadsheet and data base programs.

SPECIAL REQUIREMENTS

Must possess or obtain MN Department of Emergency Management Certification within 12 months of hire.

In the event of an emergency, the Emergency Management Director or designee must have the ability to respond to the emergency as soon as possible. Facilitate, assist, or organize training of radio end users including ARMER-specific dispatch training (in coordination with the Sheriff), and local training on the region’s Strategic Technology Reserve resources.

Knowledge and experience with the National Incident Management System (NIMS). Achieve and maintain general knowledge of the ARMER implementation. Acquire State of Minnesota HSEM Emergency Management certification.

EXPERIENCE AND SKILLS REQUIRED

Ability to create professional emails, email listings and groups, write reports, business correspondence and procedure manuals. Must have tact, courtesy, good character and good judgment. Must be able to work effectively without close supervision with knowledge of police, fire and EMS operations. Knowledge of Lyon County geography, incorporated areas and road and streets.

MINIMUM PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Physical Requirements:

The position has good working conditions in general, but is a diversified job requiring sustained mental effort related to organizational issues, planning and technical areas.

Requires expending very high intensity effort for duties including physical response to hazardous environment, possibly to include movement of supplies and boxes weighing more than 50 lbs., work entails availability during all hours and weather conditions, to function clearly and objectively for extended time periods, to react appropriately during dangerous situations where physical and emotional stress could exist. The individual may encounter moderate emotional strain or tension. There is sustained exposure to sitting and standing. Work is normally performed in an office environment, but may require some work outside with occasional need to navigate rough terrain and hazards; extended hours; and adverse weather conditions.

Accountabilities Shared by All Employees

1. Performs job responsibilities in a manner consistent with the County's vision, mission and values
2. Implicit in the employer-employee relationship is the right of Lyon County to rely upon the presence of the employee during assigned hours of work and the obligation of the employee for timely and regular attendance.
3. Develops and maintains a thorough working knowledge of all department and County-wide policies, protocols and procedures that apply to the performance of this position.
4. Develops respectful and cooperative working relationships with co-workers.
5. Informs immediate supervisor of all important matters pertaining to assigned job responsibilities.
6. Seeks opportunities for further personal growth and development.
7. Represents the County in a professional manner to all internal and external contacts when doing the County's business.
8. Complies with all rules and policies in order to maintain a safe work environment.

Signature

Supervisor's Signature

Date

Lyon County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.