



EMERGENCY MANAGEMENT DIRECTOR

Revision Date: **August 2024**

Reports to: **Assistant County Manager,
Health, Human and Safety Services**

Status: **FULL-TIME**

Department: **Emergency Management**

FLSA Status: **EXEMPT**

Job Grade: **40**

POSITION SUMMARY:

Directs Emergency management operations including professional and administrative functions related to organizing, planning, coordinating and supporting County emergency operations and disaster services. This includes: organization and management of the Emergency Operations Center (EOC); developing, reviewing and updating emergency, mitigation, recovery and continuity policies and plans; serves as liaison with other agencies for the purpose of emergency planning and coordinating emergency operations; develops, coordinates and conducts training and exercises for Gunnison County (as an organization) and external partners; collaborates with private industry, other governmental agencies, volunteer groups and disaster volunteers developing emergency plans, conducting trainings and exercises; management of the Gunnison County communications sites.

SUPERVISION:

Provided - General supervision of the Deputy Emergency Manager, and during Emergency Operations Center (EOC) activations, EOC Staff and emergency support function (ESF) personnel.

Received - General Direction

ESSENTIAL FUNCTIONS:

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:

- Emergency Operations Center Director, which includes development and regular review of EOC policies and procedures; conducting monthly trainings with EOC staff; development and review of plans relevant to EOC operations.
- Develop and maintain the EOC as a site from which key officials can direct, control, and conduct coordinated operations in emergencies.
- During EOC activations, provides for: management of EOC staff and all EOC functions; delegate management of EOC staff and functions as needed; multi-agency coordination; liaison to local, State and Federal partners; regular situational updates to County leadership.
- Establish, maintain and operate public warning and notification systems to alert and warn the public and key officials of emergencies.



- Coordinates maintenance, repair and expansion activities at the County communications sites:
- Coordinates maintenance, repair and use of the Gunnison County Communications Van. This includes the ability to operate and maintain the van equipment on the van.
- Establishment of a Local Emergency Planning Committee (All Hazards Planning Committee) and quarterly meetings of the LEPC / AHPC.
- Establishment of a Multi-Agency Coordination group (MAC), and quarterly meetings of the MAC group.
- Plans, coordinates and participates in disaster and emergency trainings and exercises; assists in the development, execution and evaluation of emergency exercises for private industry, other governmental agencies, volunteer groups and disaster volunteers.
- Responsible for development and updating the following Gunnison County emergency planning documents: Emergency Operations Plan; Hazard Mitigation Plan; Continuity of Operations Plans for Emergency Management and the Emergency Operation Center; Recovery Plan; Damage Assessment; Rapid Needs Assessment; Community Wildfire Protection Plan; Resource Mobilization Plan and Alert and Warning Plan.
- Coordinates the collection and review of emergency planning information from private industry, other governmental agencies and volunteer groups to ensure coordinated response to and recovery from disasters and emergencies; ensures plans are complete, and compatible with the County Emergency Operations Plan.
- Develops programs and presentations which provide emergency preparedness information and training for governmental agencies, volunteer groups, support services, disaster volunteers, general public and private industry; prepares both print and multi-media material for emergency management education and training.
- Prepares complex, routine and non-routine reports utilizing a variety of software; summarizes material for the preparation of reports.
- Coordinates emergency management program funding through grants, including: researching potential grants; reviewing guidelines to assure adherence; assisting in and/or developing financial and program reports. As appropriate, forwards grant opportunity information to the various organizations/agencies and in some situations may facilitate the writing of grant applications by providing data and statistics or other required information. Assist in acquiring equipment for disaster preparedness.
- Plan, prepare and manage annual budget for Emergency Management.
- Consult with federal, state, county and municipal officials to assist in establishing emergency management program objectives. Supervise preparation of project applications, progress reports and other documents required for federal assistance in the emergency management program.
- Frequent travel with-in the state, for grant required meetings and trainings and emergency deployments.
- Supervise existing emergency management training programs to ensure compliance with State and Federal standards. Develop, implement and supervise new training programs to maintain and upgrade department standards; coordinate with other agencies for mutual combined training.
- Identify critical and life safety facilities and infrastructure for inclusion in county-wide and state mapping databases, and Rapid Needs Assessment Plan (RNA).
- Research and recommend statutes, ordinances and resolutions in the pursuance of emergency management objectives. Assist with defining emergency powers, authorities



and responsibilities of officials. Conduct tests and exercises to give key officials practice in directing operations during a simulated emergency situation.

- Participation in the following groups: Gunnison/Hinsdale Emergency Telephone Service Authority; Gunnison Valley All-Hazard Planning Committee (LEPC / MAC); Gunnison Basin Wildfire Council; West Region Emergency Planning Committee; West All Hazard Emergency Management Region; West Region Wildfire Council; Colorado Emergency Management Association.
- Performs all other appropriate duties and tasks as assigned

QUALIFICATIONS/EDUCATION:

- Bachelor's Degree
- Two years of progressively responsible related experience. Experience is defined as plans writing, development and execution of training's and exercises, active participation in incident response and recovery, EOC management, and involvement in the mitigation, preparedness, response, and recovery phases of emergency management; or,
- Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.
- Red Cross certification for First Aid and Cardio-Pulmonary Resuscitation preferred.
- Emergency Management Certification (i.e. CO CEM) preferred.

KNOWLEDGE/SKILLS:

Considerable Knowledge of:

- Principles of emergency management and emergency planning: preparedness, mitigation, response, resource management, damage assessment, recovery, Incident Command System (ICS)
- Emergency Operations Center management and functions
- State and County emergency operations systems and requirements, including WebEOC, public alert and warning systems, ReadyOP and other systems related to the EOC
- Develops, recommends and implements policies and procedures for the administration of their department or program
- Knowledge and use of computers and related software (Word, Excel)
- Use of cell phone as a platform for emergency communications (social media, public alert and warning systems)
- Operation of VHF and 800Mhz radios
- Basic GIS skills using ESRI products, such as ArcGIS Pro and ArcGIS Online, and basic skills working with geospatial data.
- EOC operating procedures to include multi-agency coordination protocols
- Applicable state, federal and local ordinances, laws, rules and regulations
- Budget and grant development and management principles and techniques
- County road system and physical layout of the County

Considerable Skill in:

- Responding quickly to changing situations
- Preparing clear and concise reports, correspondence and other written materials.
- Use of document sharing platforms (Google, SharePoint, Airtable, Teams etc.)
- Use of social media, specifically Facebook and Twitter



- WebEOC, Salamander Credentialing, ReadyOp, public alert and warning system or similar systems
- Using tact, discretion, initiative and independent judgment within established guidelines
- Reading maps: ie: topographic maps, GIS maps
- Researching, compiling, and summarizing a variety of informational and statistical data and materials
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction
- Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols
- Operating and routine maintenance of general office machines such as computers, copiers, FAX machines, photocopiers, color plotters, mobile radios, base stations and telephone systems
- Have a working knowledge of procedures, responsibilities and capabilities of emergency response agencies within the county as well as mutual aid agreements with adjoining counties
- Familiarity with contacts by which to find funding, equipment and technical assistance

Considerable Ability To:

- Read and interpret documents
- Deal with problems and stressful situations involving several variables in changing situations
- Follow oral and written instructions
- Establish and maintain effective working relationships with a variety of individuals
- Speak effectively before public groups and respond to questions
- Define problems, collect data, establish facts and draw valid conclusions
- Analytically and mentally able to remain calm under emergency situations. Defuse or maintain control of crisis situations in which volunteers, employees and the general public are emotional, angry or distressed while maintaining an organized and safe environment
- Occasional lifting of light materials, supplies and equipment (25-50 lbs.)
- Visual and hearing skills to recognize or identify vehicles and/or people approaching. Ability to communicate on a two-way radio. Ability to multitask, simultaneously receiving information from different sources while performing other tasks

SPECIAL REQUIREMENTS:

- Must possess a valid Colorado driver's license.
- Must pass a criminal background check
- Completion of ICS 100, 200, and 700 within first year of hire and ICS 300, 400, and 800 within 2 years of hire.
- Successful completion of the FEMA Professional Development Series within one year of hire.
- Successful completion of the State of Colorado or FEMA Emergency Management Academy with-in two years of hire. Establish and maintain effective relationships with officials, volunteers, and the public
- Oral and written communication skills, letter composition, spelling, punctuation and grammar, accurate transfer of detailed information
- Ability to read, comprehend and interpret emergency management ordinances
- Supervise volunteers during emergency situations



- The ability to remain calm and focused in highly stressful and emotional situations, as well as effectively communicating with others in these situations. Mature attitude and judgment as well as the ability to act quickly and decisively in emergency conditions
- Operation of an Emergency Vehicle
- Completion of a Defensive Driving Course for First Responders

COMPETENCIES:

1. TECHNICAL & FUNCTIONAL EXPERTISE
2. DECISION EXECUTION
3. FOCUS
4. COMMUNICATION, COLLABORATION, & TEAMWORK
5. LEADERSHIP

PHYSICAL REQUIREMENTS:

STRENGTH

MEDIUM - Exert up to 50 lbs. of force occasionally, and/or up to 20 lbs. of force frequently, and/or up to 10 lbs. of force constantly to move objects.

MOVEMENT

STOOPING - Bending body downward and forward. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.

STANDING – Particularly for sustained periods of time.

HANDLING - Seizing, holding, grasping, turning, or otherwise working with hand or hands. Fingers are involved only to the extent that they are an extension of the hand.

FINGER USE - Picking, pinching, or otherwise working primarily with fingers rather than with the whole hand or arm as in handling.

AUDITORY

TALKING - Expressing or exchanging ideas by means of the spoken word. Talking is important for those activities in which workers must impart oral information to clients or to the public, and in those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.

HEARING - Perceiving the nature of sounds. Used for those activities which require ability to receive detailed information through oral communication, and to make fine discriminations in sounds, such as when making fine adjustments on running engines.



VISION

NEAR ACUITY - Clarity of vision at 20 inches or less. Use this factor when special and minute accuracy is demanded.

FAR ACUITY - Clarity of vision at 20 feet or more. Use this factor when visual efficiency in terms of far acuity is required in day and night/dark conditions.

DEPTH PERCEPTION - Three-dimensional vision. Ability to judge distances and spatial relationships so as to see objects where and as they actually are.

COLOR VISION - Ability to identify and distinguish colors.

EQUIPMENT UTILIZED

Office equipment such as computer, projector, copier, fax, etc.

Vehicles such as automobile, truck, small tractor, lift, skidsteer, etc.

COMPUTER USE

Constantly: 5.5 to 8 hours/day

DRIVING

Frequently: 2.5 to 5.5 hours/day

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Date: _____

FOR THE EMERGENCY MANAGEMENT PERFORMANCE GRANT

I certify that this Position Description is true and accurate.

Scott Morrill, Emergency Manager _____ Date _____

Joni Reynolds, Assistant County Manager _____ Date _____