

# **EMERGENCY MANAGER**

## **POSITION DESCRIPTION**

DESCRIPTION: This is an appointed position responsible for the development, implementation, and maintenance of an emergency management system in Kearney County to save lives and protect property. It is designed to reduce the vulnerability of the citizens and the communities of Kearney County from damage, injury and loss of life and property resulting from terrorism, natural disasters, and major emergencies. The Emergency Manager shall coordinate activities relating to the prevention, mitigation, preparedness, response and recovery to a terroristic event, natural disasters and major emergencies within Kearney County.

Such emergency management program shall include all responsibilities outlined in the Nebraska Emergency Management Act.

The Emergency Manager is charged with making certain that the first response and other supporting agencies of the emergency management program understand the threats and risks to the jurisdiction, plan for emergencies, are able to function effectively in an emergency and conduct recovery operations following a disaster.

The position requires direct responsibility for the organization, administration, and operation of the Kearney County Emergency Management Agency, subject to the direction and control of the Kearney County Chairman of the Board. The position serves as the principal advisor to the Kearney County Board of Supervisors in disaster/emergency matters.

The Emergency Manager, in discharging duties, must work with elected and appointed officials of the local governments, of the state and of the federal government, and private sector interests.

The Emergency Manager is given broad and extensive authority to determine program priorities, requirements, and procedures so as to implement and support the local, state, and national programs and objectives. Completed work is reviewed in terms of net results and the achievement of broad objectives and conformance with general policies. Job effectiveness can be determined by the ability of the Emergency Management Director to take the lead in disaster mitigation, prevention, response and recovery planning, training, and coordination in the support of an incident, disaster, or emergency making maximum use of all public and private resources available.

## EXAMPLES OF WORK

This position may not be assigned all duties listed, nor do the listed examples include all the duties that may be assigned.

Systematically identify and analyze the natural and technological and man-made risks and hazards that pose potential threats or risks and significant consequences to Kearney County and its citizens.

Develop and maintain the Local Emergency Operations Plan (LEOP) to state standards, outlining the roles and responsibilities of government and supporting groups under various emergency contingencies by coordinating the planning of all departments, agencies, and organizations having an emergency mission responsibility or capability. This includes the distribution of the LEOP and education of all involved in their primary duties and responsibilities.

Develop a Planning, Exercise and Training (PET) program and a 3 year calendar to allow key local officials opportunities to practice directing coordinated operations under simulated emergency conditions.

Keep the Kearney County Board Chairman fully informed on emergency management activities, including a quarterly report to the Board on activities, threats, and responses.

Work with local officials in the development of a hazard mitigation programs to eliminate or reduce potential hazards.

Identify labor and material resources from government and private sector sources that would be available in an emergency.

Identify resource deficiencies and work with appropriate officials on means to overcome them.

Develop an Emergency Operations Center that incorporates internal procedures and staffing requirements to permit key executives to direct the coordinated emergency response of the local governmental departments and support groups.

Develop and maintain an interoperable communications systems that best utilizes pre-existing community communications systems and interfaces with the State Interoperable Communications Plan.

Develop and maintain a public warning system.

Develop and maintain an emergency public information system.

Develop and maintain a mass care system.

Develop and maintain public emergency management education and training programs.

Coordinate with industry to identify chemical hazards and to develop industrial emergency plans and response capabilities through the county's Local Emergency Planning Committee.

Prepare, submit, and justify an annual emergency management budget.

Secure technical and financial assistance available through state and federal programs.

#### QUALIFICATIONS:

The incumbent must have the formal education and/or experience in occupations that demonstrate the individuals' ability to manage the entire emergency management program of Kearney County. Such education and/or experience should include planning, organizing, coordinating, implementing, budgeting, grants management, program development and management, and personal management.

The ability to work cooperatively with other governmental, service, non-profit and private sector agencies and the public at large is essential. The candidate must have public speaking skills, the ability to conduct public meetings and presentations, and have the capacity to deal with the media. Knowledge of and the ability to use computer for communications, research, and word processing is required.

Significant previous experience in emergency operations is desired along with completion or willingness to complete the training programs prescribed by state and federal emergency management authorities. It is expected that within two years of employment, the candidate will become a Nebraska Emergency Management Agency certified emergency manager at the Basic level and is encouraged to seek advanced training and certification.