

OEM JOB DESCRIPTION

JOB TITLE: Emergency Management Directors

DEPARTMENT: EM

DATE: November 10, 2020

REPORTING SUPERVISOR: EM Director

JOB FUNCTION: The Emergency Management Director (EMD) reports directly to the elected officials of the City of Fair Grove and is responsible for organizing, administering, supervising, and coordinating Emergency Management functions and personnel according to applicable laws, ordinances, policies, rules, and regulations. The EMD prepares plans, reports, and executes procedures for the five Emergency Management mission areas: prevention, preparedness, mitigation, response, and recovery, to any/all natural, man-made, or technological disasters. The municipal EMD works in coordination with public safety officials, elected officials, non-profit organizations, and other government agencies in the following areas, and any other related duties deemed necessary by Board of Alderman and the Chief Elected Official.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

EMDs typically fulfill the following essential duties and responsibilities: Planning

- Collaborate with private/public sector officials, the general public, and public safety officials to assess hazards faced by the City of Fair Grove
- Assist the Springfield-Greene County OEM Area Municipalities Planner (Municipal Planner) with planning activity-related disasters to minimize risk to life and property
- Create/Maintain applicable emergency plans (including Continuity of Government, Continuity of Operations Plans) while ensuring their adequacy, based on local, state, federal laws/policies/regulations, and industry best practices and lessons learned; revise as needed.
- Act as a liaison between the OEM Municipal Planner and Fair Grove representatives and officials to foster continuous disaster planning efforts
- Read, review, implement, and assist the OEM Municipal Planner in writing and maintaining municipal Emergency Operation Plans (EOPs)
- Establish/attend any/all meetings (including applicable Board of Alderman meetings) and contribute as needed, regarding Emergency Management status, plans, reports, and operations

Training/Exercise

- Organize, plan, and facilitate emergency response trainings, exercises, courses, and other emergency or disaster activities for staff, volunteers and other responders for the City of Fair Grove
- Fulfill additional training requirements and documentation as required by laws, policies & procedures, and industry standards/best practices (including grant program requirements)

Operations

- Prepare, complete, and submit damage assessments following disasters or applicable emergencies
- Maintain an Emergency Operation Center where personnel may monitor and manage the City's emergency operations in the event of a disaster
- Respond to emergencies and disasters deemed necessary by local capabilities, request of the Chief Elected Official, and/or various applicable laws, regulations, and industry best practices and lessons learned
- Collaborate with the State Emergency Management Agency as the designated EMD for the City of Fair Grove

Logistics

- Coordinate the acquisition, transportation, utilization, documentation, maintenance, and sharing of supplies, resources, and equipment within the community and in support of mutual aid to assist in responding to a disaster or applicable emergency
- Maintain resources, equipment and facilities, used during emergency operations **Finance/Admin**
- Maintain accurate documentation of finance/administration activities as they relate to Emergency Management. Manage and report on the use of funds allocated.
- Apply for appropriate grants for Emergency Management planning, response, and recovery efforts

Public Information

- Make appropriate information available to the public, media outlets, and other agencies as required by laws, regulations, policies, and industry best practices and lessons learned
- Utilize social media to inform the public of risks, hazards, emergencies, and disasters (including applicable severe weather information)
- Conduct press conferences or other outreach activities, as needed, to keep the public informed about general preparedness and any/all disasters

MINIMUM KNOWLEDGE SKILLS AND ABILITIES REQUIRED:**Applicants for the Emergency Management Director(s) should:**

- Work well with multiple agencies, businesses, organizations and the general public
- Possess and maintain an active Driver's License
- Possess sound moral character and a good reputation, avoiding illegal activities
- Be well versed in use of computers, internet and social media
- Be able to perform the functions listed in "Essential Duties and Responsibilities" and any others deemed necessary by Board of Alderman and the Chief Elected Official

Training preferred, or willing to learn, within first year, and maintain as needed/required:

- Have some Public Safety or Emergency Management experience
- Have or take IS100, 200, 700, 800, 2200 online training courses (or other FEMA variation) within first six months after appointed (required)
- Have or take ICS 300, and 400 seated courses (or other FEMA variation) within first 18 months after appointed, unless otherwise approved by the Chief Elected Official
- Complete applicable online/seated Emergency Management courses to increase knowledge and competency throughout the term of employment. (required)
- Previous HAZMAT training or experience (optional)
- Fulfill all EMPG requirements, annually (required)
- Prior completion of an Emergency Vehicle Operations Course (EVOC), or acceptable training, authorized by the Board of Alderman and/or Chief Elected Official, before utilizing lights and sirens in an emergency response.

This job description does not constitute as a contract agreement with the City, and is subject to change as needed. A stipend is provided for Emergency Management Director and Assistant appointments.