



NICHOLAS COUNTY COMMISSION

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GARRETT COLE, President
DR. LLOYD K. ADKINS, Commissioner
D. CRAIG CHAPMAN, Commissioner

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May 20, 2021

The Nicholas County Commission has a job opening for the following position:

DIRECTOR, NICHOLAS COUNTY HOMELAND SECURITY & EMERGENCY MANAGEMENT

Position: Full Time with Benefits
Salary: Based on Experience and Qualifications

General responsibilities: coordinating mitigation, preparedness, response and recovery plans for Nicholas County and its Municipalities.

The Director will manage the planning efforts of multiple agencies and jurisdictions; will work with various boards and committees; and serve as a liaison with local, state and federal agencies. Nicholas County DHSEM is also responsible with managing the emergency 911 dispatch daily operations.

Examples of duties listed in the above position description is intended only as an illustration of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similarly related or a logical assignment to the position. A more detailed Description is available upon request.

Resume's must be sent to the Office of the Nicholas County Commission, 700 Main Street, Suite 1, Summersville, WV 26651. The cutoff date for accepting Resume's for the position will be Monday at Noon on June 7, 2021.

Signed: Garrett Cole, President
Lloyd Adkins, Commissioner
D. Craig Chapman, Commissioner

GENERAL JOB DESCRIPTION
NICHOLAS COUNTY DIVISION OF HOMELAND SECURITY AND EMERGENCY
MANAGEMENT/EMERGENCY COMMUNICATIONS CENTER DIRECTOR

MISSION STATEMENT

- The Director administers, manages, and directs the Division of Homeland Security and Emergency Management and The Emergency Communications Center of Nicholas County. They are responsible for overall supervision of all aspects of the Division and any subsections.

TRAINING

- Complete the required NIMS Classes
Maintain In-service credits as required by the State or Federal Policies

RESPONSIBILITIES

- Ensures the establishment, development and executions of policies and programs under applicable laws and agency regulations for the overall good of the agency, including but not limited to the following:
 1. Local, state, and national emergency readiness
 2. Disaster planning, response and recovery
 3. Emergency training and education
 4. Fire Prevention and control
 5. Planning for local state, and national exercises of emergency operations plans
 6. Advise the county commission on ways to meet state and federal guidelines.
 7. Coordinate and establish local policy for management of all local, state and federal authorities.
 8. Advise the county commission on alternative approaches to improve emergency management performances and avoid waste, mismanagement, and excessive costs.
 9. Chairs the Local Emergency Planning Committee, which advises and assists the county commission in the oversight and direction of local, state, and federal programs and policies.
 10. Serves as the county commission's focal point regarding all hazard mitigation activities.
 11. Coordinates the activities of other local, state, and federal agencies in their performance of assigned responsibilities in mitigation, emergency preparedness, and disaster response.
 12. Assures that the agency programs respond effectively to local needs. Involves volunteer public and private agencies, private industry, and the populace in emergency management programs.
 13. Ensures the exploration of new and innovative ways to create better emergency management techniques that will result in a reduction of loss of lives, injury, and

GENERAL JOB DESCRIPTION

NICHOLAS COUNTY DIVISION OF HOMELAND SECURITY AND EMERGENCY MANAGEMENT/EMERGENCY COMMUNICATIONS CENTER DIRECTOR

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damage to property from the full range of emergency situations.

14. Represents Nicholas County on the West Virginia Emergency Management Council.

15. Transmits reports that are required in response to a disaster to the West Virginia Division of Homeland Security and Emergency Management.

16. Makes recommendations to the county commission concerning the determination that an "emergency" or major disaster exists under the Disaster Relief Act of 1974. Serves as the Nicholas County DHSEM/ECC Coordinator and represents Nicholas County on the West Virginia E-911 Council.

17. Supervises the daily operation of the Nicholas County Division of Homeland Security and Emergency Management/Emergency Communication Center full-time, part-time, and any volunteer staff

18. Supervise all duties as may be required to ensure the proper operation of the county emergency communications system.

19. Ensure that policies and procedures are established for the daily operation of the county E-911 system.

20. Represents Nicholas County at workshops, seminars, and training sessions as may be required in the performance of duties.

21. Ensure that Nicholas County meets all state and federal guidelines in disaster preparedness and response.

22. Supervises all duties as may be required to ensure a safe and prepared populace in case of an emergency or other event.

23. Ensure the proper operation and testing of the back-up power source, telephone system and radio system.

24. Scheduling for full-time and part-time personnel

25. Arranging for sick leave and vacations

26. Make arrangements to obtain necessary supplies to operate the Division

27. Adopt and regulate a system for disc reproduction requests and maintain a chain of custody program

28. Assure that a work schedule is in place

29. Document and regulate employee attendance record

30. Work all grant applications through the County's Grant Manager

31. Perform any additional duties assigned by the County Commission

Nothing in this document will prevent the Director from assigning duties to others as seen fit for the overall best operation of the Division.

Nicholas County Commission:

Garrett Cole, President

Lloyd K. Adkins, Commissioner

D. Craig Chapman, Commissioner