

## EMERGENCY MANAGEMENT/HOMELAND SECURITY ASSISTANT MANAGER

GENERAL STATEMENT OF DUTIES: Performs professional and technical duties in emergency management and homeland security; assists with the development of emergency response plans; works under the supervision of the Emergency Management Manager; performs related duties as required.

### STATEMENT OF TASKS:

Assists in administering and/or applying for grants including disaster aid, homeland security, and other emergency management related areas;  
Assists in drafting and updating disaster plans and standard operating procedures necessary for protection of the safety of the public during emergency situations;  
Assists in Emergency Management responsibility of Genesee County Hazardous Materials Response team and vehicle;  
Assists in conducting tests and drills to ensure viability of plans and procedures;  
Assists with maintenance of various warning and communications systems;  
Maintains inventories of property and other facilities and resources;  
Lectures and trains employees, volunteers, and other groups on various emergency management and homeland security related matters;  
Serves as liaison with city, village and township officials to insure maximum participation in available Federal and State programs;  
Assists in filing Federal and State project applications for disaster aid;  
Conducts special studies as directed and assists in budget preparation;  
In the absence of the Manager activates emergency operations center when necessary to coordinate disaster response;  
Provides damage assessment information to state officials after a disaster occurrence;  
Attends emergency management and homeland security related meetings and training;  
Assists with SARA Title III planning and the Community Right to Know Act, including public information requests and Tier II reporting;  
Operates computer and related software;  
Updates Resource Manual annually;  
Serves as backup to the Manager including on-call status (24/7), which may include weekends, evenings and holidays.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of emergency management and homeland security principles and procedures;  
Ability to research and write reports and procedures;  
Ability to conduct emergency tests and drills;  
Ability to train in emergency techniques and procedures;  
Ability to operate computers and related software;  
Ability to communicate effectively with public officials and the general public;  
Ability to meet deadlines;  
Ability to attend work regularly and work under stressful conditions.

MINIMUM QUALIFICATIONS:

Bachelor's degree **AND** Certifications in National Incident Management System (NIMS) IS100, IS200, IS700, IS800.

-OR-

Four years experience in public safety, emergency management or a disaster relief organization **AND** Certifications in National Incident Management System (NIMS) IS100, IS200, IS700, IS800.

Professional Emergency Management (P.E.M.) certification, NIMS ICS300 and ICS400 certification preferred.

SPECIAL REQUIREMENTS:

Possession of valid Michigan Driver's License.

Availability for 24/7 response in the absence of the Emergency Management Manager.

  
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Human Resources Director

Established: July 15, 2015