

EMERGENCY MANAGEMENT/HOMELAND SECURITY MANAGER

GENERAL STATEMENT OF DUTIES: Performs professional and technical duties in emergency management and homeland security; Develops, plans and coordinates programs to meet disasters and related relief emergencies in the County including response to terrorism related incidents; works under the supervision of the Sheriff; performs related work as required.

STATEMENT OF TASKS:

Develops plans for the use of facilities, equipment, manpower and other resources, including governmental and private services necessary for protection of the health, safety and welfare of the public in a disaster;

Coordinates plans and programs of other County units and departments dealing with disasters and emergencies;

Utilizes and maintains technical equipment needed in emergency management and homeland security;

Assists in development of preparedness planning and coordinates actual response efforts;

Develops information and training programs for the general public including public presentations;

Prepares reports, statistical summaries and budgets;

Organizes training exercises to test emergency operations plan;

Drafts and updates disaster plans and standard operating procedures necessary for protection of the safety of the public during emergency situations including terrorism related incidents;

Conducts tests and drills to ensure viability of plans and procedures;

Maintains various warning and communications systems;

Serves as liaison with city, village and township officials to insure maximum participation in available Federal and State programs;

Attends regional and state meetings as required, including the Michigan State Police-Emergency Management Division Third District meetings, in the absence of the Sheriff;

Conducts special studies as directed and assists in budget preparation;

Attends emergency management related meetings.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the principles and practices of emergency management and homeland security and of the technical equipment and methods utilized in the field;

Knowledge of governmental organizations and functions;

Ability to display resourcefulness and initiative in addressing and solving difficult administrative and operational problems;

Ability to communicate effectively orally and in writing;

Ability to develop and maintain good interpersonal relationships;

Ability to implement and evaluate plans and programs;

Ability to develop long-term and intermediate strategic plans;

Ability to exercise good judgment in evaluating and dealing with emergency and disaster situations;

Ability to operate a computer;

Ability to attend work regularly and work under stressful conditions.

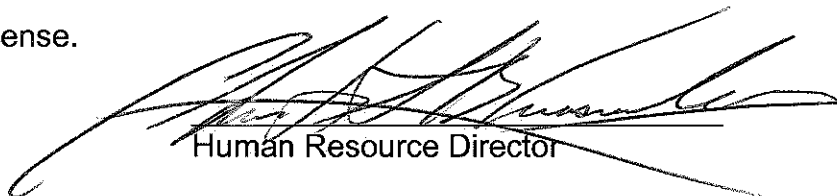
The class specification above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in public administration, business administration or related field and five (5) years of experience in public sector emergency management. Specialized training in emergency management and experience working a federal disaster is desirable.

SPECIAL REQUIREMENTS:

Possession of valid Michigan Driver's License.



Human Resource Director

Established: June 17, 2010