

GARRETT COUNTY GOVERNMENT JOB DESCRIPTION

JOB TITLE: Director of Emergency Management
DEPARTMENT: Emergency Services
REPORTS TO: County Administrator
FLSA STATUS: Exempt

SUMMARY: This position supervises the Emergency Management Division and various functions of the Department of Emergency Services which may include but not limited to: Communications, Emergency Medical Services, Fire Marshal, Emergency Preparedness, General Administration, Budget, Logistics, Training, Special Operations (Hazardous Materials, Advanced Tactical Rescue) and Volunteer Fire and Rescue Services.

The position administers all emergency operations initiatives related to county, state, regional, and federal mitigation, preparedness, and response and recovery activities. The incumbent must coordinate Department planning and response activities with elected officials, all county, state, local, municipal, and Federal agencies, and the public to ensure all prescribed functions of Emergency Management are addressed and shared. The incumbent will be appointed by the Governor and be subject to any additional requirement from the Maryland Office of the Governor.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Manages the daily and event driven operations of the Garrett County Emergency Operations Center to include risk and threat analysis, on-going preparedness measures for emergency activation, and training administration for readiness.
2. Manages and oversees the Department of Emergency Services, Emergency Preparedness, Fire Marshal and Communications.
3. Directs all domestic preparedness strategic initiatives as set forth by the Department of Homeland Security and the Maryland Department of Emergency Management, in collaboration with allied local and state agencies, private sector partners, and non-governmental organizations.
4. Manages Homeland Security and other various grant budgets for staffing, equipment, and supplies.
5. Coordinates with Federal level offices to implement communication, alert and notification, and infrastructure improvement programs.
6. Directs and coordinates all preparedness programs and documents based on integrated threat, vulnerability, and capability data. Uses scholarly research methods, best practices, interviews with public and private officials and other sources to enhance the county emergency management capability using federal, state and county standards and guidelines. Including, but not limited to the following programs:
 - Garrett County Emergency Operations Plan and Annexes
 - Garrett County Hazard Mitigation Plan
 - Garrett County Debris Management and Long-Term Recovery Plan
7. Maintains situational awareness for all County and allied agencies in the lead up to disasters, coordinates early response initiatives, tracks national and regional trends which are indicative of threats or risk.

8. Directs, manages, and coordinates all aspects of the Garrett County Homeland Security Exercise and Evaluation Program.
9. Coordinates all necessary training, planning, and logistics associated with all tabletops, drills, functional, and full-scale exercise as well as the development of After-Action Reviews and implementation of lessons learned.
10. Directs and manages the county's debris removal and recovery program. Oversees the direction and output of the Debris Management Workgroup and coordinates with private sector vendors and neighboring jurisdictions to ensure efficient response and recovery.
11. Maintains regular contact with federal, state, and local officials, as well as with private representatives, to exchange information, gather data, and provide assistance on current research, planning strategies, and plan development or regarding emergency management in general. Garrett County Government agencies/staff, Maryland Emergency Management Agency staff, Federal Emergency Management Agency staff, business, and industry representatives as well as those from volunteer agencies.
12. Serves as a departmental coordinator on the following committees and organizations:
 - Maryland Department of Emergency Management
 - Garrett County Emergency Service Board
 - Traffic Advisory Committee
 - Opioid Intervention Team Committee
 - Overdose Fatality Review Committee
 - Department of Social Services of Advisory Board
 - Region One EMS Council
 - Garrett County Fire and Rescue Association
 - Garrett County Chiefs Committee
 - EMS Quality Assurance and Quality Improvement Board
 - Garrett County Health Department Disaster Preparedness Committee
 - Appointed Local Emergency Management Directors Committee
 - National Weather Service Storm Ready Committee
 - Local Emergency Planning Committee
 - Garrett College Advisory Committee
 - Maryland Dam Safety Committee
13. Works closely with elected municipal officials and their administrative staff to ensure their plans are comprehensive and coordinated with county emergency plans.
14. Other duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Detailed knowledge of emergency management principles and procedures and how they apply to fire, rescue, EMS, and law enforcement functions.
2. Knowledge of federal and state emergency management laws and regulations.
3. Ability to deal with members of the public, public officials, elected officials and the media.
4. Ability to manage, coordinate, schedule and conduct internal training and deliver public

information, education/ training programs.

5. Ability to organize, coordinates, manage, and develop long-range emergency plans.
6. Knowledge of practices, methods, and techniques of developing and providing emergency services.
7. Knowledge of work performed within each division of Emergency Services.
8. Ability to supervise and evaluate work of others.
9. Ability to prepare and interpret statistical, analytical, and financial reports.
10. Ability to develop and manage department budget.
11. Ability to communicate effectively, both orally and in writing.
12. Ability to work effectively under stress and to make quick and appropriate decisions.
13. Knowledge of Garrett County and surrounding area geography, and the location of emergency facilities.
14. Ability to make independent judgments and creative decisions regarding the structure and language of planning documents.
15. Ability to prepare and interpret statistical, analytical, and comprehensive research projects.
16. Ability and willingness to work hours other than normal business hours.
17. Strong analytical and organizational skills.
18. Operate under extreme stress and make responsible coordinated decisions.

EDUCATION and/or EXPERIENCE:

Bachelor's degree in public safety, emergency services, emergency management, homeland security, national security, public administration, or closely related field, or an Associates' degree in the fields listed above and eight (8) years of supervisory experience in the field.

Minimum of five (5) years' experience with progressive responsibility in one or more of the following areas: emergency management or a related discipline including, but not limited to: military, public works, public health, law enforcement, fire service or emergency medical services with at least three (3) years of management level supervision in or on the related field mentioned above.

**An interested candidate with an equivalent combination of education and experience as listed above may be considered.*

LANGUAGE SKILLS:

Must have sufficient language skills to:

1. Communicate with other public safety entities both directly and via radio and telephone.
2. Communicate with public in both daily and emergency situations.
3. Communicate in large group settings, including press releases, public information reports and public relations presentations.
4. Communicate with other staff, both inside and outside the department.

MATHMATICAL SKILLS:

Must have adequate mathematical skills to prepare and administer a departmental budget, including overtime and fringe benefit calculations; prepare and calculate reimbursements from State and Federal agencies, including Federal Emergency Management, Maryland Emergency Management, Emergency Number Systems Board, Department of Transportation and others.

REASONING ABILITY:

Must be able to make reasonable and sound judgments during emergency conditions. Must be able to manage emergency resources beyond routine expectations.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Possession of a valid driver's license with Emergency Vehicle Operator certification or the ability to obtain within ninety (90) days of appointment.
- FEMA National Incident Management System (NIMS IS-100, 200,300-400, 700 and 800) within one (1) year of employment.
- FEMA professional development series required for preparedness grant funding:
 - IS-120c introduction to exercise, IS-230e fundamentals of Emergency Management, IS235c emergency planning, IS-240c leadership and influence, IS 241c this session making and problem solving, IS 242c effective communication, IS 244b developing and managing volunteers within one (1) year.
- CPR/AED, first aid and stop the bleed or higher certification, Emergency Medical Technician desired.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The job is generally sedentary office work, but occasionally requires exertion during disaster situations, including damage assessment in the field, equipment maintenance and inspection in various environments.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Work is normally performed Monday through Friday during normal business hours, however, may require alternate work hours 24 hours a day, seven (7) days a week. Must be available for 24 hour on-call response to perform emergency management duties during an emergency.

CONDITIONS OF EMPLOYMENT:

1. Appointment by the Governor of the State of Maryland
2. This position is classified as "Essential" as defined by the County's Personnel and Policies and Procedures Manual and required to report to work during inclement weather or other designated emergencies.