POSITION CLASSIFICATION DESCRIPTION

Job Title: Emergency Manager
Reports To: Montezuma County Board of Commissioners (BOCC) with direct supervision by the County Administrator for Emergency Operations, budget administration and day-to-day duties.
FLSA Status: Non-exempt
Department: Montezuma County Department of Emergency Management

Primary Responsibility: This position is appointed by the Montezuma County BOCC Under limited supervision, this is advanced professional and administrative work in the management of specially assigned programs or projects in the operation and/or planning of the Emergency Management program, the incumbent organizes and directs the Emergency Management programs for the County. Requires the application of specialized administrative and/or technical skills and performs professional emergency management work under the Board of County Commissioners as required under C.R.S. 24-33.5-707. Work involves coordinating and networking on emergency management issues with the whole community that includes other county departments, local, state and federal agencies, fire and special districts, law enforcement agencies and private industries; identifying potential county emergency hazards; developing appropriate strategies and action plans; communicating with the BOCC, other officials and the public on events; conducting emergency management education programs; and coordinating and participating in planned simulated or actual disasters.

Examples of Important and Essential Duties include the following. Other duties may be assigned.
- Serves as the Emergency Operations Center (EOC) Manager, leading the Command and General Staffs and the Emergency Support Functions in providing support to first responders or Incident Management Teams dispatched to an emergency or disaster.
- Develops Standard Operating Procedures people assigned various function in the EOC based on outcomes from the actual emergencies or disasters, and training and exercise programs.
- Develops, coordinates and conducts a multi-year (three year projection) county-wide training and exercise program (TEP) that includes representatives from the whole community.
- In developing the TEP, incorporates concepts and principals from the Homeland Security Exercise and Evaluation Program (HSEEP).
- Updates the county Emergency Alert and Notification Plans (incorporated in the EOP) and ensures they are exercised annually.
- Updates the county Hazard Mitigation Plan based on inputs from the local Threat and Hazard Identification and Risk Assessment.
- Develops or updates the county’s Resource Mobilization Plan and ensures it is exercised annually.
- Updates the county Continuity of Operations Plans for each of the county facilities in order to effectively handle emergency situations.
- Works with the Landfill Department to the update the county Debris Management Plan.
- Ensures all county resources are listed in the Colorado Resource Rate Form system, maintains situational awareness in WebEOC, EM Resources and other data bases used in the Emergency Management profession.
- Collaborates with first-responders and the community to evaluate training exercises.
- Manages a variety of Emergency Management projects and programs having to do with emergency response training, readiness and planning.
- Develops and oversees an annual emergency management budget.

Established 01/2012 (Revised 12/2019)
- Represents the county at various governmental and professional meetings.
- Compiles and maintains emergency management records for reports to in order to submit quarterly reports to Colorado Department of Homeland Security and Emergency Management (DHSEM) for the Emergency Management Program Grant (EMPG).
- Coordinates with Public Health and Environmental Health agencies, Human Services, Red Cross, and other voluntary groups to develop provisions for mass care and sheltering of people in disaster situations.

**Minimum Requirements:**
- Minimum 21 years of age.
- A valid Colorado Driver's License.
- Must have correctable vision to 20/40.
- At least two years-experience in emergency management or a related field.
- Must have high school diploma or GED.
- At least one year of experience at a city, county or state office that deals with emergency management, whether paid or volunteer.
- An equivalent combination of education and experience may be considered
- At least one year of experience in developing and delivering training and public outreach materials is preferred.

**Special Requirements: License or Certificates within one year**
- Completion of the FEMA Professional Development Series and the Advanced Professional Development Series.
- Graduation from the Colorado Emergency Management Academy.
- Maintain membership in the Colorado Emergency Management Association (CEMA)
- Successfully pass an HSEEP course and an Exercise Design course

**Ability to:**
- Speak, read, and write the English language.
- Communicate effectively verbally and in writing.
- Organize, direct, and implement a comprehensive emergency management program.
- Prepare, interpret and analyze and administer budgets and grants.
- Develop, interpret, evaluate and recommend improvements/changes to current ordinances, policies, procedures, and protocols based on best practices, lessoned learned, and local, state and federal laws, regulations or codes.
- Train and evaluate personnel during pre-planned or emergency/disaster related exercises.
- Develop, interpret, and explain emergency management preparedness policies and procedures.
- Analyze problems, identify alternative solutions, evaluate consequences of proposed actions or changes, and implement recommendations in support of Emergency Management goals.
- Act quickly and calmly during emergency situations; be effective in a fast paced emergency environment, and make appropriate and timely decisions.
- Work unusual or prolonged hours during emergencies or disasters, attend meetings at night and on weekends, attend trainings and exercises on night and weekends.
- Gain cooperation and collaboration thorough discussion and persuasion.
- Maintain a high level of commitment, professionalism, and confidentiality.

**Required Physical Activities:**
While performing the essential functions of this job the employee is frequently required to talk, hear, sit, stand, walk, bend, stoop, kneel; is frequently required to lift and carry up to 25 pounds; is occasionally required to lift and/or move up to 50 pounds and to exert up to 100 pounds of force. The employee is frequently required to stand or sit for an extended period of time without a significant rest period. The employee is routinely required to reach with hands and arms; work with the hand or hands in handling, seizing, holding, or grasping motions and with the fingers in fingering, picking, and pinching actions to operate objects, tools, or controls. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment:**
The employee is routinely required to work outside of normal business hours. In times of emergency and during training and exercises, the employee may be exposed for prolonged periods of time to outdoor weather conditions that may vary from extreme heat to extreme cold; and to debris, fumes, odors, airborne particles and dust; and may be exposed to toxic or caustic chemicals.

**Required Travel:**
The employee is frequently required to travel within the County, the Southwest Region, the Front Range and out of state if requested by the DHSEM to assist with a disaster.

**Computers and Other Equipment:**
Understand and be able to use computer and relevant software applications, radio communication systems used by first responders and Incident Management Teams, and Geographic Information System maps.

**USE OF THIS JOB DESCRIPTION**

*THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT BETWEEN THE COUNTY AND THE INCUMBENT IN THE POSITION.*

Nothing in this position description restricts Montezuma County's ability to assign, reassign or eliminate duties and responsibilities of this job at any time. The description reflects Montezuma County's assignment of essential functions. It does not prescribe or restrict the tasks that may be assigned. Critical features of this job have been described. Those features may change at any time due to reasonable accommodation, as the needs of the County change or other reasons deemed appropriate by the County.

I have received the Emergency Manager job description dated 12/11/2019. I understand that I am to become familiar with its contents.

______________________________
Printed Name of Employee

______________________________
Signature of Employee

______________________________
Date