

ANDROSCOGGIN COUNTY
JOB DESCRIPTION

TITLE: Emergency Management Agency - Plans/Training/Operations Officer/Deputy Director

PAY GRADE: 7 - Exempt Employee Status - 40-hour work week - subject to rotating duty officer responsibilities with 24/7 emergency notification/recall

QUALIFICATIONS:

1. Bachelor of Science degree in Education
2. Experience in planning, preparation, supervision, and instruction of training programs in industrial, governmental, and military organizations
3. Computer experience with Windows environment and Microsoft Office applications
4. Such alternatives to the above qualifications as the County Administrator and/or County Commissioners may find appropriate and acceptable
5. Sufficient physical ability to meet the department's essential functions.

REPORTS TO:

Agency Director/Coordinator

County Administrator in the absence of the Director/Coordinator

Auburn City Manager in the absence of the Director/Coordinator

Lewiston City Administrator in the absence of the Director/Coordinator

SUPERVISES:

Two (2) Agency employees, volunteers, and emergency operations center (EOC) emergency staff

PHYSICAL REQUIREMENTS:

The physical demands described herein 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 the essential job functions.

While performing the duties of this job, the employee:

- is frequently required to work at a desk
- requires ability to operate a keyboard/mouse and view computer monitor(s) for extended time
- regularly moves about within the confines of the office to access file cabinets and office machinery
- regularly navigates stairs
- must occasionally lift and/or move objects (office supplies/equipment) weighing up to 15 pounds
- requires ability to occasionally stand to do training/informational presentations within and outside the confines of the office
- regularly conveys information to employees, volunteers of this Agency and the general public
- requires ability to drive conventional vehicle (sedan and van)

JOB PURPOSE:

To plan, coordinate, direct and conduct the County’s Emergency Management Agency training and exercise programs designed to mitigate the effects of emergency hazards; to prepare measures that will preserve life and minimize damage; to coordinate response and provide necessary assistance during emergencies; and to establish a recovery system to return the County and its fourteen municipalities to a pre-emergency state following a major emergency/disaster.

The essential training and educational components of the EMA program include, but are not limited to, the following:

- Radio Communications
- Independent Study Courses in Emergency Management
- Warning Receipt and Dissemination
- Radiation Monitoring and Radiation Emergency Response
- Response to Hazardous Materials
- Response to Events of Weapons of Mass Destruction (terrorism events)
- Emergency Planning
- Emergency and EOC Operations
- Incident Command System (ICS)
- ICS/EOC Interface
- Shelter Management
- Damage Assessment
- FEMA Professional Development Series:
 - Emergency Planning
 - Decision-Making and Problem-Solving
 - Leadership and Influence Skills
 - Effective Communications
 - Creative Financing

To direct and manage all aspects of the County EMA program in the absence of the Agency’s Director/Coordinator.

MAJOR RESPONSIBILITIES:

	Approximate % of time
• Plan, coordinate, direct and conduct the County’s training and emergency response exercise programs as delineated above.	15%
• Design, create and develop training curriculum to meet specific needs of local emergency response and administrative officials.	12%
• Assist the Agency Director/Coordinator in providing technical planning assistance in development of emergency operations plans for local government, private institutions, schools, hospitals, nursing homes, and other health care organizations.	12%

- Supervise computer data entry of manpower, equipment, and materials resources for conservation and deployment during emergencies. 12%
- Supervise computer data entry of the County’s hazardous materials storage and transportation information for day-to-day information management and planning activities as well as for emergency response to hazardous materials emergencies at fixed facilities and transportation incidents in specialized emergency management software programs. 12%
- Assist with developing plans and procedures for implementation and maintenance of a county-wide alerting/warning and communications systems. 10%
- Assist with preparing plans and procedures for monitoring, reporting, analyzing and evaluating events of weapons of mass destruction (terrorism events). 3%
- Oversee the county-wide EMA’s day-to-day and emergency communications Systems. 3%
- Assist with formulating standard operating procedures/guidelines to improve reaction in daily and emergency situations requiring the services of this Agency. 2%
- Develop plans and procedures for staffing the Emergency Operations Center (EOC) and emergency assignment of personnel. 2%
- Develop planning and response procedures for chemical release notification, response and reporting. 1%
- Assist with preparation and maintenance of a damage assessment and evaluation system for municipal officials. 1%
- Assist with coordinating emergency response activities of municipal emergency response services from the Emergency Operations Center during emergency events. 1%
- Assist with preparing and coordinating dissemination of emergency public information to the general public. 1%
- Collect and analyze damage assessment data required for disaster declaration and Federal Disaster Assistance. 1%

SPECIAL CONSIDERATION AND REQUIREMENTS:

Incumbent (employee) is subject to 24-hour emergency notification and recall for emergency situations requiring implementation of the aforementioned job description responsibilities.

ADMINISTRATOR APPROVAL DATE	SALARIED WORK WEEK	INCUMBENT SIGNATURE	DATE SIGNED
	40 HOURS		

revised: January 2007
 reviewed/revised: May 2018 (JGP) – approved by County Administrator May 2018 (JGP)