

MONTGOMERY COUNTY, INDIANA

Position Description

POSITION: Deputy Director

DEPARTMENT: Emergency Management and Homeland Security

PAY GRADE:

FLSA: Exempt (administrative)

PURPOSE OF POSITION

The primary purpose of this position is to assist in the efficient administration and response of the Montgomery County Emergency Management and Homeland Security as Deputy to the EM-HS Director.

ESSENTIAL FUNCTIONS

Be able to operate computer programs storing county emergency plans, mitigation plans, and all other plans that need to be updated within the grant cycle and on a regular basis.

Maintains a comprehensive list of all event plans, resource lists, and reference materials.

Community Emergency Response Team (CERT) Member; attends monthly meetings, training, and events.

Local Emergency Planning Committee (LEPC) Member and Proxy for EMA Director as needed.

Healthcare Coalition (HCC) Member and Proxy for EM-HS Director as needed.

District Planning Council (DPC) Member and Proxy for EM-HS Director as needed.

Must participate in three (3) HSEEP compliant exercises per grant cycle and any other duties included in the EMPG Salary Reimbursement Grant.

Assist in conducting emergency drills and exercises compliant with the Homeland Security Exercise Evaluation Program, including workshops, drills, tabletop exercises, functional exercises, full-scale exercises, and Integrated Preparedness Planning Workshop.

Provide resources for LEO, Fire/Rescue during incidents or disasters.

Work with other departments on public safety building needs if applicable.

Provide a schedule, and a binder, and maintain all EM-HS equipment for the 52,000 sq. ft. public safety building. Maintains vehicles and equipment, including testing, scheduling, and/or completing routine maintenance and minor repairs as needed; and ensuring maintenance of related records as required.

Coordinates logistical needs for community events, the public safety building, deliveries, and overall management of space and training schedule.

Maintain binder for HVAC systems and coordinate with City of Crawfordsville representative.

Attend planning meetings for exercises, training, and other EM-HS functions.

Researches and prepares applications for and administers grants as needed.

Ensures the state of readiness of the emergency operating center at all times.

Must be able to respond to any calls 24/7 in the absence of the EM-HS Director.

Perform all other work assigned by EM-HS Director.

JOB REQUIREMENTS

Associate's or Bachelor's Degree preferred, but not required, and a minimum of three (3) years of related experience.

Must hold the following certifications, or be able to obtain the following certifications within one (1) year of appointment:

- National Incident Management System (NIMS) 100, 200, and 300
- Hazmat Awareness Certification as prescribed by IDHS
- Hazmat Operations Certification
- CERT Basic and Train-the-Trainer

Must hold the following certification, or be able to obtain the following certifications within two (2) years of appointment:

- National Incident Management System (NIMS) 400, 700, and 800

All certifications must be kept current during employment.

Thorough knowledge of and ability to make practical application of local, state, and federal emergency management regulations, policies and procedures during varied situations. Incumbent performs according to county, state and federal regulations and standard operating procedures, exercising discretion and independent judgment in selecting the best methods to address varying emergencies in accordance with Emergency Management Law, Indiana Code 10-14.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, personal conduct, vehicle policies, and other policies within the Montgomery County Employee Handbook.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to work rapidly for long periods, and work alone and with others in a team environment with minimum supervision.

Ability to plan and layout assigned work projects, work on several tasks at the same time, and complete assignments effectively amidst frequent distractions and interruptions.

Ability to serve on 24-hour call and respond swiftly, rationally and decisively to emergencies from off-duty status.

Ability to work while on call during weekend, and/or evening hours, and occasionally travel out of town for meetings and training, sometimes for several days.

Possession of a valid Indiana driver's license and a demonstrated safe driving record including coverage of vehicle insurance.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Deputy Director for the Emergency Management and Homeland Security describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes: _____ No: _____

Applicant/Employee Signature

Date

Print or Type Name