

FOREST COUNTY EMERGENCY MANAGEMENT DEPARTMENT

Position Description

Position Title: Emergency Management

Reports to: Sheriff & County Board Chairperson

FLSA Status: Non-Exempt

County Status: Regular Part Time Employee (20 Hour Work Week)

Pay Grade/Pay Structure: Subject to various factors(e.g. terms and conditions of various grants)

Stipend of \$400 or \$20.00 per hour

I. Position Summary

Plans, organizes and directs the emergency management and safety programs for the County.

II. Essential Functions and Primary Duties

Emergency Management Director

- Coordinates and directs the planning, development, organization, control, and implementation of countywide emergency management activities.
- Maintains up-to-date information and general knowledge of the disaster capabilities of each element of County Government and the ability of the community at large to contribute human and material resources to limit the damage effects and recover from disasters of all types.
- Facilitates effective relationships between County law enforcement agencies, fire departments, EMS agencies, hospitals, volunteer disaster services agencies, and all others involved in emergency services.
- Maintains positive relationships with local, state and national, units of government to assure that the interests of the County are fully protected and accommodated.
- Prepares an operating budget and monitor expenditures.
- Develops county plans and assess strengths and weaknesses within the county to write applicable grants to fund deficient areas – including but not limited to EMPG, EPCRA, HMGP, Computer/HazMat etc.
- Creates realistic response problems in exercise development for tabletop, functional, and full scale drills.
- Interacts with other emergency response agencies and assist with appropriate resources to recover from incidents that go beyond capabilities of area resources.
- Coordinates efforts with the LEPC committee and conduct bi-annual meetings.
- Assumes Information Coordinator and Communication Emergency Coordinator positions with the LEPC.
- Maintains Forest County Emergency Operations Plan, and other documents as required by Wisconsin Emergency Management.
- Assists local emergency response agencies with training and exercising as grants become available.
- Maintains the Master Street Address Guide for the Forest County E-911 system.

- Assists the LCC Department with the GIS mapping system for 911 and maintains the CIS.
- Serves as the Security Administrator for TIME.
- Responsible for the other Sheriff's Department radio equipment.
- Develops and administers an information security disaster recovery plan.
- Inspects and develops off-site plans for fixed EPCRA facilities as necessary.
- Attends mandatory training as required for grant purposes.
- Meets with local, state and federal officials and agencies to prepare plans for emergency response.
- Reviews, revises, and creates reports according to WEM requirements
- Serves as project manager, coordinator and fiscal agent for DHS, FEMA, and OJA grants as available.
- Assists and advises all County Departments regarding safety issues, conducts risk assessments of County departments, determines corrective or preventative measures when needed, works with at-risk employees and their supervisors to develop safety plans to address specific issues, and follows-up to ensure measures have been implemented.
- Serves as the primary contact for unsafe conditions in the workplace.
- Other duties as assigned within the scope of responsibility and skill requirements for the job.

Licenses and Certifications:

- Must possess and maintain a valid Wisconsin driver's license, and maintain minimum county insurance requirements.
- Must be able to pass a background check.

Forest County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.

Approvals: Approved by Personnel Committee on December 8, 2020

County Clerk: _____ Date: _____