

Murray County Position Description

Classification: Emergency Management Services/Safety Director	Department: Administrator
Reports to: County Administrator	Location: Courts Building
Supervises: No direct reports	FLSA Classification: Hourly/Non-Exempt

Position Summary

The Emergency Management Services/Safety Director is responsible for developing, coordinating, promoting and evaluating programs to ensure emergency preparedness in Murray County. The Emergency Management Director provides coordinating direction to others responding to declared emergencies through recovery. Maintains the coordination of countywide safety program.

Essential Duties and Responsibilities	%
<p>Supervise and direct County Emergency Management Program</p> <ul style="list-style-type: none"> • Supervise and direct the County’s Emergency Management Program; • Coordinate, develop and implement the County Emergency Operations Plan; • Collaborates with agencies and affected parties for reimbursement and financial assistance needed to recover from disasters or state of emergencies; • Coordinate the response and recovery activities of departments and organizations involved in emergencies; • Apply for and manage grants on behalf of Murray County, such as Emergency Management Performance Grant; • Arrange for and participate in emergency management training; • Coordinate with System Administrator regarding the County’s emergency communication equipment used by fire, rescue and law enforcement; • Responsible for presentations to groups in the community; • Responsible for training staff and maintain emergency procedures and policies; • Coordinate in civil defense emergencies, responsible for rescue of people trapped in natural disasters; • Coordinates training of National Incident Management System (NIMS) to County employees and others; • Schedules and coordinates disaster training drills and exercises; • Prepare annual departmental budget and approve departmental expenditures; • Works with and collaborates with public officials (e.g. county board, city officials, and township officials), county departments, fire, and emergency medical personnel/responders on a frequent basis. 	70%
<p>Coordination of Countywide Safety</p> <ul style="list-style-type: none"> • Establishes the county safety program; • Works in cooperation with county departments to develop a functional safety plan that satisfies federal, state and local requirements; • Makes recommendations to the Board regarding safety as required; • Conduct and participate in safety inspections; • Chairs the quarterly safety meetings; • Participates on the Wellness Committee. 	25%
<p>Other duties as apparent or assigned.</p>	5%

The incumbent may encounter not public data in the course of these duties. Any access to not public data should be strictly limited to accessing the data that are necessary to fulfill the employment responsibility. While data are being accessed, incumbent should take reasonable measures to ensure the not public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished, incumbent must properly store the not public data according to the provisions of the Minnesota Government Data Practices Act (Minnesota Statutes, Chapter 13).

If a new work assignment requires access to not public data, the incumbent is permitted to access not public data for the work assignment purposes only. Any access to not public data must be strictly limited to the data necessary to complete the work assignment and after the assignment is completed, the employee's work assignment no longer requires access.

Qualifications

Education: Associate degree from an accredited university, community college, trade or technical college, with a minimum of two years of experience in emergency management, emergency preparedness, planning, business or public administration; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position.

Requirements:

- Ability to obtain within three years and maintain a Minnesota HSEM Certification;
- Valid MN Driver's License;
- Capability and willingness to travel expeditiously; ability to respond to the Emergency Operations Center within 30 minutes of notification in the event of an emergency;
- Excellent interpersonal communication and relationship building skills; ability to effectively communicate with people to convey or exchange professional information; ability to interact with people (i.e. staff, general public and elected officials) beyond giving and/or receiving instructions;
- Skill to utilize mathematical formulas; add and subtract; multiply and divide totals; determine percentages; compute discount, interest, profit and loss, ratio, and proportion; and interpret same as may be appropriate;
- Aptitude to read and interpret a variety of professional, technical and administrative documentation, directions, regulations, instructions, methods and procedures;
- Ability to produce reports with proper format, punctuation, spelling and grammar, using all parts of speech;
- Knowledge and experience using Microsoft Office Suite and other county systems;
- Knowledge of emergency management planning principles, NIMS standards, EOC operations, as well as county policies.

Physical Demands and Working Conditions

- Work is typically performed in an office environment. The position may intermittently be required to work in any weather condition or hazardous environment during or after disasters for extended hours. Physical activity is light and intermittent such as walking through the facility or carrying files. Intermittent lifting of files or equipment up to 40 pounds may be required;
- Vision requirements are close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus;
- Exposure to outdoor weather conditions, extreme cold (non-weather) and extreme heat (non-weather) is regular. Working in fumes or airborne particles amounts is occasional. Some time is spent in wet humid conditions (non-weather), working near moving mechanical parts, working with explosives and vibration.

Equipment Utilized

- Must be able to use Microsoft Office software and operate operating equipment, such as telephone, typewriter, copy machine, calculator, fax machine, postage machine, personal computer and various printers;
- Ability to operate a vehicle;
- Ability to operate a drone.