

EMERGENCY MANAGER

FLSA Status: Exempt

GENERAL DEFINITION OF WORK:

Under limited supervision performs complex professional and administrative work in management of the Department of Fire, Rescue and Emergency Management. Work includes planning, developing, implementing and maintaining the County's Emergency Operation Plans. Attends meetings to exchange information related to emergency response and to negotiate agreements for the facilitation of emergency planning and County responses. Position is considered essential personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Managing the County's Emergency Management Program, Providing advice and guidance to County Officials, coordinating federal disaster relief and recovery programs and implementing local, regional, state and federal mandates.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Coordinates and supervises EOC staff; coordinates volunteers during emergency events; recommends actions such as hiring and terminations.
- Plans, develops, implements and maintains the County's Emergency Operation Plans and coordinates with the Department Directors, regional leaders, states and federal agencies.
- Attends meetings of regional, state and federal agencies and organizations to exchange information related to emergency response.
- Negotiates agreements with state level agencies for facilitation of emergency planning and response in the County.
- Coordinates activities with County agencies related to preparedness and response locally, regionally and at the state level; develops and maintains ongoing exercise plan to regularly test the County's capability to respond to disaster operations.
- Acquires and manages funding including grants.
- Coordinates the activities of the Local Emergency Planning Committee (LEMPC).
- Participates in the development and maintenance of Emergency Services budget.
- Coordinates with the Information Technology Department to evaluate and develop automated systems and alerts for the management of critical emergency information.
- Ensures that County agencies are in compliance with mandates of the County and state disaster and emergency laws.
- Designs, develops and organizes the Emergency Operations Center to deal with emergency plans for natural, technological and intentionally caused disasters.
- Oversees, coordinates and conducts training and exercises to evaluate the readiness and effectiveness of the County's emergency response capabilities.
- Maintains appropriate plans and facilities for assigned personnel involved in implementing the operations of the County's EOC.
- Promotes community awareness and preparedness, conducts presentations.
- Develops and maintains informational databases for the County regarding emergency preparedness.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Intermediate knowledge of the plans and functions of emergency management at the local, State, and Federal levels; intermediate knowledge of the principles and practices of public administration and office management; intermediate knowledge of State and local governmental organization, operation, and resources; thorough knowledge of office practices and procedures; general knowledge of office automation equipment and software including word processing, database management and spreadsheets; some knowledge of arithmetic and its uses in general office work; ability to assemble, correlate, and analyze facts related to emergency management; ability to prepare technical reports; ability to communicate effectively in both oral and written forms and present information to professionals, other interested groups, and/or individuals; ability to comprehend, interpret, and apply regulations, procedures, and related emergency management information; ability to establish and maintain effective working relationships with associates, staff, public officials, civic and community groups, and the general public.

EDUCATION AND EXPERIENCE:

Bachelor's degree in Emergency Management or related field required; Master's degree preferred or any combination of experience and education equivalent to graduation from an accredited, four year College or University and five years of experience in Emergency/Disaster Planning, Preparedness, Response and Mitigation and Resource Management; supplemented by coursework in Public or Business Administration, or related field; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities. Certification in Emergency Management at the Federal or State level preferred.

PHYSICAL REQUIREMENTS:

This is medium work requiring the exertion of up to 50 pounds of force occasionally and up to 20 pounds of force frequently or constantly to move objects; work requires climbing, stooping, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions. The worker may be required to wear specialized personal protective equipment.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia.

Confidentiality Statement

I acknowledge and understand that I may have access to confidential information regarding [employees, students, patients, inmates, and the public]. In addition, I acknowledge and understand that I may have access to proprietary or other confidential business information belonging to Fauquier County. Therefore, except as required by law, I agree that I will not:

- Access data that is unrelated to my job duties at Fauquier County.
- Disclose to any other person, or allow any other person to any information related to Fauquier County that is proprietary or confidential and/or pertains to [employees, students, patients, inmates, the public]. Disclosure of information includes, but is not limited to, verbal discussions, FAX transmissions, electronic mail messages, voice mail communication, written documentation, "loaning" computer access codes, and/or another transmission or sharing of data.

I understand that Fauquier County and its [employees, students, patients, inmates, the public], staff or others may suffer irreparable harm by disclosure of proprietary or confidential information and that Fauquier County may seek legal remedies available to it should such disclosure occur. Further, I understand that violations of this agreement may result in disciplinary action up to, and including, termination of employment.

I have reviewed my job description with my supervisor and understand the duties assigned to me and the measures to which I will be held accountable.

Date_____	Name_____
	Signature_____
Date_____	Supervisor_____
	Signature_____

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