

## **Emergency Management Coordinator** **Columbia County Sheriff's Office**

### **POSITION SUMMARY**

The purpose of this position is to direct, develop, implement, exercise, and evaluate all-hazard emergency management programs for Columbia County in accordance with local, state, and federal laws, rules, regulations, and plans, with an overall goal of integrating and improving county, citizen, business, and municipal resiliency.

The Emergency Management Coordinator coordinates the preparation and implementation of the county's emergency response/operations plan, updates, and related procedures. This involves directly working with the State of Wisconsin for plan direction and other county agencies to support the development and implementation of their specific plan and procedures; the administrative functions for emergency management related training and drills; the administrative and management functions of the county's emergency operations center (EOC); assisting in field response and support for establishment of incident command posts and related support structures as directed; and other areas of responsibility related to the support of emergency responders.

This position is a management position that requires on-call responsibilities at times to respond to emergencies that call for emergency management services.

The position is under the direction and appointment of the Columbia County Sheriff in coordination with the Public Safety Committee.

### **ESSENTIAL FUNCTIONS**

#### **Administration**

- Ensures all phases of emergency management (preparedness, mitigation, response, and recovery) are supported through training and exercising activities, in compliance with federal and state mandates.
- Develops, administers, and maintains annual divisional operating budgets, grants, and contracts. Maintains financial accountability to federal, state, and local units of government.
- Performs as a collaborative member of the Columbia County Sheriff's Management Team, participating in sheriff's office and county leadership and management functions under the direction of the Sheriff or his/her designee.

#### **Supervision & Operations**

- Manages and oversees County Hazardous Materials Response Team programs and systems.
- Monitors countywide emergency alert systems. Collaborates to improve deficiencies, future growth, and interoperability concerns.
- Supports all emergency response agencies with National Incident Management System (NIMS) expertise and compliance.
- Plans for and ensures continuity of government capability during a disaster or other emergency.
- Oversees and directs damage assessment and other field operations as needed, and files all needed reports after a disaster.
- Manages and monitors flood water level systems of our waterways.

- Responsible for the record keeping and management of the ID card identification and door access system.
- Responsible for the record keeping and management of the Morse Watchman's KeyWatcher TrueTouch System.
- Responsible for purchasing equipment, record keeping, and management of the Project Lifesaver Program.

### **Planning & Development**

- Directs the development and annual maintenance of the Emergency Operations Plan (EOP) for County and municipal governments; ensuring program compliance with local, state and federal laws.
- Directs the development and annual maintenance of the Emergency Planning and Community Right to Know (EPCRA) plans in compliance with state and federal requirements.
- Ensures compliance with the Wisconsin Emergency Management (WEM) annual Plan of Work (POW) requirements.
- Directs the development and maintenance of countywide emergency warning plans, procedures, and systems, including shelter/evacuation capabilities.
- Directs the development and implementation of ongoing educational programs on all-hazard, emergency preparedness drills and exercises to fulfill federal and state requirements, and maintain skills and techniques to increase public safety and survivability of citizens during emergency situations.
- Continuously prepares recommendations for municipal leaders, emergency response agencies, schools, businesses, and other organizations outlining improvements in all-hazards resiliency.
- Establishes, maintains/improves, and operates the EOC, including training of essential personnel on EOC operations and serving as EOC Manager during activation.
- Supports Incident Command Post (ICP) operations as needed, and establishes related support structures to assist the incident commander as directed.
- Assists the Health and Human Services Department and Public Health in laying out shelters in congregate care facilities and during pandemics.

### **Office & Personnel Management**

- Develops and maintains effective relationships between all emergency response agencies (e.g. EMS, Fire, Law Enforcement, Hazardous Materials, Public Health), schools, businesses, facilities serving populations with special needs, volunteer organizations, county & municipal departments, municipal leaders, and the general public.
- Directly supervises all Emergency Management Division employees.
- Oversees, coordinates, and directs volunteer activities during times of natural or manmade disaster.
- Oversees, coordinates, and directs search and rescue operations.
- Serves as the secretary for the Highway Safety Committee.

### **Miscellaneous**

- Other duties as directed by the Sheriff or his/her designee in support of emergency management functions, field responders, allied agencies, search and rescue operations, pandemics, or other emergencies.
- Other duties may be required or assigned as appropriate and necessary as federal, state, and local laws and ordinances change or are developed.
- Respond to emergencies that threaten life and property.

## **OTHER RESPONSIBILITIES & EXPERTISE REQUIRED**

- Uniform Disaster Situation Reporting requirements (UDSR).
- Disaster Assessment Team responsibilities.
- Wisconsin Disaster Fund (WDF).
- Public Assistance Grant programs.
- Storm Spotter Coordination/ARES/RACES network requirements.
- National Incident Management System Requirements and Compliance.
- Local Emergency Planning Committee (LEPC) coordination and requirements.
- DNR-hazardous materials spill coordination.
- WebEOC communications program.
- All-hazard mitigation planning requirements.
- Mutual Aid Agreements.
- State and Federal grant programs.

## **MINIMUM QUALIFICATIONS**

### **Education/Experience/Certifications:**

- Bachelors or Associate Degree in Business or Public Administration, Public Safety, Homeland Security, Criminal Justice, or a related field.
- Five years of Emergency Management or Public Safety Experience with at least one (1) year in a planning capacity.
- Must complete required Emergency Management courses.
- Valid Wisconsin motor vehicle operator's license.
- Knowledge and experience in emergency response preferred.

### **Knowledge, Skills, and Abilities:**

- Skills in oral and written communications.
- Skills in organizing, finding resources, and building relationships with stakeholders.
- Ability to facilitate groups in planning and coordination activities.
- Skills in public relations and outreach/public education.
- Ability to read and interpret complex laws, rules, ordinances, and regulations.
- Ability to operate personal computer, programs, and integrated computer systems.
- Skills to seek and manage state and federal grants that support the EM programs.
- Skills to develop, administer, and maintain annual budgets.
- Ability to utilize effective management and supervision techniques.
- Ability to effectively direct, supervise, and discipline staff and volunteers.
- Ability to practice sound traffic incident management principles.

## **PHYSICAL REQUIREMENTS**

- Frequent standing, walking, sitting, bending, crouching, stooping or kneeling as related to office administrative functions of the position.
- Frequent repetitive movement of arms and neck as related to use of office equipment, telephone, calculator, personal computer, photocopier, and other office functions.
- Able to lift/carry/push/pull at least 50 pounds.
- Occasional work conditions may require exposure to environmental factors such as temperature variations and extremes, odors, toxic agents, noise and other safety issues.

This position description is not to be interpreted as all-inclusive. The intention is to identify major responsibilities and requirements of this position. There may be requests to perform job-related responsibilities and tasks other than those stated on this description.