

**COUNTY OF RUSK
EMERGENCY MANAGEMENT DIRECTOR
JOB DESCRIPTION**

JOB TITLE: **EMERGENCY MANAGEMENT DIRECTOR**
Department: Rusk County Sheriff's Office
Reports To: Sheriff or Chief Deputy in Sheriff's absence
Representation: Non-Union

POSITION SUMMARY:

The Emergency Management Director will design, implement, and coordinate an ongoing emergency management program, pursuant to applicable Federal, State and local laws, rules and regulations as outlined in Wisconsin State Statutes 166 and Rusk County Ordinance in Chapter 6 of the Rusk County General Code.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

To perform this job successfully, an individual must be able to possess and maintain the knowledge, skills, and responsibilities which are required to perform this job. This position description has been prepared to assist in evaluating duties, responsibilities and skills of the position. It is not intended to limit duties to those listed. It is understood that the supervisor has the right to assign, direct, and modify duties and responsibilities listed and that the duties not mentioned that are of similar kind or level of difficulty shall not be excluded.

- Coordinates emergency management activities and programs for the County; Assists and coordinates with County, City, Village and Town elected officials and emergency management contacts in updating and maintaining compliance with their individual emergency management plans.
- Updates and maintains Emergency Support Functions (ESF) as required by the state (currently known as Emergency Operations Plan-EOP).
- Ensures compliance with the National Incident Management System (NIMS) as required by the state and federal government.
- Directs and/or coordinates countywide emergency management educational opportunities, training programs and planning exercises.
- Assists with coordinating, advising, and administering the activities of the Local Emergency Planning Committee (LEPC): coordinated with industry, businesses and public agencies, all activities to related emergency planning.
- Develops and coordinates programs and activities necessary for the implementation and administration of the Superfund Amendment and

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Reauthorization Act (SARA), also known as Emergency Planning & Community Right to Know Act (EPCRA).

- Coordinates and maintains an ongoing grant program designed to provide the County with funding support for programs and equipment to assist municipalities in the procurement of equipment or materials; assists in audit/review of grant requirements.
- Maintains records of emergency operation and recovery period to satisfy audit requirements; prepares reports on such when necessary or directed.
- Prepares and manages budget and prepares an annual report on emergency management programs.
- Performs assessments and documents disaster damage; provides necessary reports to Wisconsin Emergency Management pursuant to required time frames; directs efforts of other agencies involved with post-emergency restoration activities, reviews claims submitted by a local agency seeking reimbursement for actual reasonable expenses incurred under State Statutes 166 and County Code in Chapter 6 of Rusk County General Codes.
- On call at all times to respond to emergencies; attends early morning, evening, and weekend meetings and events as needed.
- Facilitates effective relationships between county law enforcement agencies, fire departments, EMS agencies, hospitals, volunteer disaster service agencies, and all other involved in emergency services: maintain positive relationships with same.
- Establishes, oversees, reviews and changes department policy to comply with federal, state and local laws and regulations.

HAZMAT ADMINISTRATIVE COORDINATOR:

- Oversees the countywide Hazardous Material Response Team (HazMat)
- Advises and keeps current the Local Emergency Planning Committee (LEPC) on issues regarding the countywide HazMat Service.
- Maintains a HazMat budget and update the LEPC on the status of the budget.

EDUCATION AND EXPERIENCE REQUIREMENTS:

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Knowledge of government organizations, laws, rules and regulations, at the State, Federal and Local levels, pertaining to emergency management operation, nature of hazardous materials.

Knowledge of current Emergency Management practices and procedures.

Knowledge of Requirements of SARA Title III Programs including Emergency Planning, Emergency Release Notifications, Hazardous Chemical Reporting and Community Right-To-Know Criteria.

Appropriate education and experience in fields related to one or more of the following: planning, safety, hazardous materials or administration.

Minimum of two years of experience in related field.

Valid driver's license

Demonstrated knowledge of modern administrative practices and procedures including budgeting, planning principles, fiscal management and public administration.

Demonstrated ability to meet and deal with public and to establish and maintain an effective working relationship with staff and members of the public.

Demonstrated ability to present technical and abstract communications to groups and individuals in an oral format.

Demonstrated ability to exercise good judgment in approaching situations and making decisions.

Demonstrated ability to prepare and maintain clear and accurate records and reports.

Demonstrated ability to carry out directions and implement programs and policies set forth by governing committees.

LANGUAGE SKILLS:

Ability to read and interpret documents, and laws in the English language: ability to listen to and understand information and ideas in spoken and written format so individuals may effectively understand and convey communications.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rates, ration, and percent.

REASONING ABILITY:

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The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee is regularly required to stand, walk, and use hand to finger, handle or feel objects, reach with hands and arms, hear and talk. The employee may be required to run, sit, stoop, kneel, crouch or crawl, climb, balance, taste, and smell. May seldom be required to lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.