

**POSITION DESCRIPTION
COUNTY OF CASS, INDIANA**

POSITION: Deputy Director
DEPARTMENT: Emergency Management
WORK SCHEDULE: As Scheduled
JOB CATEGORY: PAT (Professional, Administrative, Technological)

DATE WRITTEN: December 2009 **STATUS:** Full-time
DATE REVISED: November 2023 **FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Cass County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Deputy Director of the Cass County Emergency Management Agency, responsible for providing support to Director and supervising daily operations in his/her absence.

DUTIES:

Performs duties of Director in his/her absence.

Assists in updating the Emergency Operations Plan (EOP). Assists Director in working with local government agencies and community organizations in reviewing and updating the plan.

Supervises, recruits, and trains volunteers and assists in coordinating and instructing emergency awareness drills/training programs for volunteers and emergency service personnel.

Assists with coordinating activities during declared emergencies, maintaining communication with news media, volunteers, emergency personnel, and local, state, and federal authorities. Assists in coordinating field operations as directed.

Assists in training responders and coordinating hazardous materials incident operations. May respond with EMA hazardous material equipment to assist agencies in the vent of a chemical release or emergency as requested. Maintains legally mandated files on County hazardous material sites according to EPA Superfund Regulations.

Assists in preparing budgets, claims and other documentation.

Develops and coordinates systematic storage of legal documents, research papers, and other documents needed in decision making process during a State of Emergency.

Periodically makes emergency awareness speaking presentations and distributes materials to various community groups.

Attends annual training sessions as required.

May serve on local, regional, state and federal task forces and committees as directed.

Responds to emergencies on a 24-hour basis.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

High school diploma or GED.

Ability to successfully complete training and obtain/maintain certifications as required by County and by State Emergency Management Administration.

Must be at least 18 years of age.

Thorough knowledge of and ability to make practical application of local, state, and federal emergency management operations, and ability to assist in updating and effectively implementing the Cass County Emergency Operations Plan.

Working knowledge of and ability to make practical application of County geography and streets/roads, weather patterns, disaster planning, hazardous materials information/incidents, natural disasters, and fire, police, and emergency medical services.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare detailed written reports within established deadlines.

Working knowledge of Department bloodborne pathogen exposure reporting procedures and ability to utilize universal health precautions to prevent infection from bloodborne pathogens.

Working knowledge of radio frequencies, codes, procedures and limitations, and ability to speak clearly and distinctly, and hear and be heard and understood in person, by radio, and by telephone.

Working knowledge of current training programs and ability to coordinate training of volunteers.

Knowledge of and ability to assist in budget preparation and administration.

Knowledge of standard filing systems and ability to create and maintain Department files.

Ability to supervise and direct emergency management volunteers.

Ability to perform essential functions of the position without posing a direct threat to the health and safety of self and other individuals in the workplace.

Ability to effectively communicate orally and in writing with co-workers, volunteers, local, state, and federal emergency service personnel, law enforcement, County officials, Red Cross, Salvation Army, United Way, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to provide access to or maintain confidentiality of Department information and records according to state requirements.

Ability to properly operate standard office and emergency equipment, including computer, calculator, copier, fax machine, emergency vehicles, communications equipment, radios, weather monitoring equipment, cameras, GPS, and specialized hazardous materials equipment.

Ability to understand, memorize, retain and carry out oral and written instructions and present findings in oral or written form.

Ability to perform arithmetic computations quickly and accurately and read/interpret graphs and charts.

Ability to compile, coordinate and analyze data, make determinations, and take action based on data analysis.

Ability to apply knowledge of people and locations and plan/layout assigned work projects.

Ability to put into effect changes in policies and procedures, coordinate activities, and utilize good judgment in extreme and uncommon situations.

Ability to occasionally make public speaking presentations and conduct education/training seminars.

Ability to work independently and with others in a team environment, often under time pressure and amidst frequent distractions and interruptions, and on several tasks at the same time.

Ability to respond swiftly, rationally, and decisively to emergency situations on a 24-hour basis.

Ability to occasionally work extended hours, evenings and/or weekends and occasionally travel out of town for meetings/training, sometimes overnight.

Possession of a valid Indiana driver's license and demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent performs duties according to state and federal regulations and standard operating procedures. Duties are somewhat restricted in scope, involving several variables and considerations. Incumbent exercises independent judgment in applying ordinances to individual cases.

III. RESPONSIBILITY:

Incumbent applies standardized practices to specific circumstances where desired results are clearly indicated, reporting unprecedented situations to supervisor and/or County Commissioners as needed. Incumbent receives indirect supervision, with work periodically reviewed for adherence to guidelines and compliance with Department policy.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, volunteers, local, state, and federal emergency service personnel, law enforcement, County officials, Red Cross, Salvation Army, United Way, and members of the public for purposes of executing policies, coordinating operations, and providing training/instruction.

Incumbent reports directly to Director.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment and at various emergency scenes, involving sitting/walking at will, standing/walking for long periods, lifting/carrying persons or heavy equipment, pushing/pulling objects, bending, reaching, crouching/kneeling, close/far vision, color/depth perception, speaking clearly, hearing sounds/communication, handling/grasping/fingering objects, and exposure to hazards associated with emergency response and natural disasters, such as inclement weather, toxic chemicals/gases, downed trees and electrical lines, bloodborne pathogens, and distraught individuals. Safety precautions and universal health precautions must be followed at all times to ensure safety of self and others.

Incumbent occasionally works extended hours, evenings and/or weekends, and occasionally travels out of town for training/meetings, sometimes overnight. Incumbent responds to emergencies on a 24-hour basis.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Deputy Director of the Emergency Management Agency describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties as outlined?

Yes _____ No _____

Applicant/Employee Signature

Date

Print or Type Name