

COUNTY OF LEELANAU
JOB DESCRIPTION

DIRECTOR OF EMERGENCY MANAGEMENT/ 911

Supervises: 911 Center Staff / Emergency Management Staff
Supervised by: County Administrator, with 911 Center Operation Policy input
by 911 Advisory Board
FLSA: Exempt

General Summary:

Under the supervision of the County Administrator, with 911 Center policy developed by the 911 Advisory Board, this position is responsible for the administration, planning, coordination and operation of the Leelanau County 911 Dispatch Center and Emergency Operations Center. The following essential duties, responsibilities and qualifications include, but are not limited to those stated and may include additional responsibilities as assigned by the County.

Essential Duties and Responsibilities:

1. Develops and maintains policies in compliance with State and Federal regulations to ensure proper and timely response to calls from the public for assistance from emergency service providers.
2. Develops and maintains a current Emergency Operation Plan in compliance with the State and Federal regulations currently in force; maintains other disaster plans, facilities, equipment, manpower, and resources within the County. Complies with the requirements of Public Act 390 of 1976, as amended, and Leelanau County Resolution 93-19.
3. Coordinates the recruitment and training of volunteer personnel; conducts annual training for tornado response; tests all emergency equipment annually; conducts exercises to ensure the efficient operation of the County's Emergency Operation Plan and organization response as required by Federal and State regulations.
4. Coordinates the recruitment, training, evaluation and discipline of personnel with input from the County Administrator and 911 Advisory Board, and in compliance with any collective bargaining agreement in effect.
5. Prepares and oversees the budget and capital expenditures for 911 Dispatch and Emergency Management Operations. Prepares mandated reports and statistical summaries. Maintains an inventory of all equipment assigned to the Emergency Management/911 Dispatch Department.

6. Meets on a regular basis with emergency service providers; including, but not limited to, fire, medical, city, county, tribal and state law enforcement to facilitate coordination and communication with service providers. Directly involved with the 911 Advisory Board, the Local Emergency Planning Committee, and Local Planning Team.
7. Seeks out, applies for, and administers grants, and state/federal disaster assistance and aid.
8. Responsible for the proper maintenance and planning to ensure the communications system is up-to-date and operating properly.
9. Maintains compliance with all applicable federal, state and local government laws, ordinances, policies and procedures as they apply to Emergency Management and 911 Dispatch.
10. Attends training schools as required by the State of Michigan and Federal Government relating to Emergency Management and 911 Dispatch. Overnight travel will be required both intra and inter-state.
11. Develops and presents public information programs to the general public and others in regards to protection of people and property in an emergency situation.
12. Acts as a liaison for responding agencies, citizens, government agencies, and the 911 Advisory Board to resolve disputes and/or address system errors and problems.
13. Performs related work as required.
14. Works with school administrators in maintaining Safe School Plans and assist in conducting training and exercise programs designed to evaluate the safety plans in place.
15. Prepares Pre-Event Emergency Response Plans for special events when requested by event coordinators or first responders.
16. Prepares Off-Site Emergency Response Plans for 302 sites and for farmers requesting plans.
17. Promotes and process Medical Awareness Forms.
18. Prepares and distribute Daily Media Reports.
19. Provides potentially important safety information/warnings to county staff and first responders (road closings, severe weather, etc.)
20. Provides county commissioners, first responders, and other key officials information on upcoming events (Friday Media Reports.)

21. Attends and actively participate with the Region 7 Homeland Security Planning Board including participation on various subcommittees as assigned by the Board.
22. Attends and actively participate with the District 7 Emergency Management meetings and perform assigned duties as may be directed by the Board.
23. Ensures all 9-1-1 Dispatchers are certified and maintain their certification as outlined by State laws.
24. Attends and actively participate with the Region 7 911 Directors Association including participation on various subcommittees as assigned by the Association.
25. Attends and actively participate with the Michigan Communication Directors Association including participation on various subcommittees as assigned by the Association.

Qualifications:

1. Minimum education and experience equivalent to a Bachelor's Degree in a related field, such as Emergency Fire Science; Emergency Medical Services, Public or Police Administration and /or Communications.
2. Five (5) years of directly related experience including operations management, personnel management, State/Federal emergency management, budgeting and fiscal management, and 911 Dispatch management.
3. Possession of or ability to obtain required Emergency Management and 911 Emergency Dispatch Certifications.
4. Working knowledge of Michigan E-911 Communication Systems; such as public safety/fire dispatch and law enforcement procedures, as well as emergency preparedness procedures and planning techniques.
5. History of successfully working with multiple project participants having a variety of objectives and levels of resources.
6. Ability to effectively communicate in written and verbal form.
7. Ability to establish and maintain satisfactory working relationships with the public, staff and supervisors.
8. Possess the computer skills necessary to effectively utilize databases, spreadsheets and basic word processing.
9. Ability to operate a motor vehicle and possession of a license to do so.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential duties of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand, walk, use hands to finger, handle, or feel, and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move items of light to moderate weights.

While performing the duties of this job, the employee regularly works in a business office setting. The employee is occasionally exposed to outside weather conditions.

Pre-Employment Screening Requirements:

The employee must submit to, and pass a medical, psychological, criminal history and background investigation.