



DES Coordinator

Toole County is an equal opportunity employer. The County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.

Job Title: DES Coordinator

FLSA Status: Non-Exempt

Exempt

Department: Disaster and Emergency Services

Reports to: Commissioners

Work Unit Overview: The Disaster and Emergency Services (DES) unit oversees and coordinates the County's response agencies and departments in preparation for coping with emergencies or disasters in coordination with other local, state, and Federal authorities. The DES manages plans and programs directed at disaster preparedness and coordination of response and recovery. The mission of the DES is to save lives, reduce property damage, and protect the environment through mitigation, safety, accident prevention, loss control, plan formulation and training through exercises to contend with emergencies and human-caused disasters.

Job Summary: The Disaster and Emergency Services Coordinator is responsible for planning, analyzing, and implementing disaster emergency plans and policies governing the County's disaster and emergency services operations in compliance with regulation standards. This includes response operations, relief, rescue and recovery, mitigation and preparedness programs, and disaster preparedness and training exercises. This position coordinates inter-jurisdictional emergency and disaster preparedness activities and represents the County with the media and at meetings with State, Federal, and regional representatives.

Essential Functions (Major Duties or Responsibilities): *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Research, develop, and maintain disaster emergency plans to ensure the County is prepared to react effectively to any type of emergency or disaster; whether caused by war, natural, or human caused actions to ensure the continuity of government and the survival of the populace, to reduce human suffering, protect the environment, and reduce property damage. The chain of command for local authorities, the responsibilities of local agencies, and evacuation plans are some of the items to be included in the plan per statutory requirements.
- Develop goals and objectives of the member agencies to establish and maintain a current local emergency operations plan which includes reviewing, updating and distributing the plan to emergency responders. Conduct legislative analysis of disaster preparedness and related legislation.

- Plan, design, execute and evaluate emergency response exercises and training to ensure the county achieves overall training goals. This includes training local groups in the preparation of long-term plans that are in accordance with regulations governing Federal and state plans and participating in training events or exercises in a teaching or consulting position. Coordinate department safety program in accordance with OSHA Guidelines.
- Respond to requests from public safety officials in the jurisdiction relative to incidents and disasters. Consult with the chief elected officials regarding Declarations of Emergency or disaster as necessary to support incident management. Alert appropriate state and Federal agencies of actual emergencies or disasters and coordinate the response operations of local government and support agencies. Develop a public information process for the media and the public.
- Coordinate and manage operations through the Emergency Operations Center to ensure the center is organized for maximum effectiveness and supports the objectives of incident management response and initiates a recovery process with chief elected officials during declared emergencies or disaster incidents.
- Conduct exercises based on the assessment of what could become an actual disaster in the jurisdiction. Work with public safety to organize, train, and maintain county-wide Incident Command Management Teams (IMT).
- Coordinate mutual aid responses and requests; assist in the overall management of emergency response and recovery operations through the emergency operations center; and work cooperatively with other agencies and jurisdictions when County services are need elsewhere.
- Research and disseminate useful information to the public via the development of a coordinated effort to mitigate the effects of a potential disaster by proactively empowering the public to be prepared to contend with disasters. Prepare information sheets and brochures. Advise schools, citizens, and industry groups in preparing for and recovery from emergencies and disasters with a focus on establishing alternative means of providing water, power, communications, food and shelter in the event of a disaster.
- Make recommendations regarding mitigation strategies, utilization of emergency response personnel, and managing equipment and supplies effectively during emergencies. Maintain and update resource/emergency response manuals, checklists, reports, etc.
- Provide grant and contract planning and administration services to facilitate local jurisdiction administration of grant programs with the county's authority within established grants management policies and procedures. Seek out and manage local, state, and Federal grants for emergency services. Provide information and technical assistance to grantees and other grant program constituents to ensure financial and programmatic compliance with grant funding requirements.
- Act as liaison to local, state, and federal governments during planning, response, and recovery phases of natural, technological, and national security disasters and emergencies by seeking out and participating in group and individual conversations, visits, and conferences and by sharing knowledge and techniques.
- Prepare the County DES budget, assist in budget implementation; participate in the forecast of funds needed for equipment, materials, staffing and supplies; and administer the approved budget.

Non-Essential Functions:

- Attend workshops, seminars, emergency-related conferences and industry specific meetings such as hazardous materials handling or pipeline disasters to keep updated on emergency response contingencies and specific potential threats identified within the County.
- Coordinate community informational events, disaster response programs and other activities to facilitate community relationships, transparency and to educate the public on how to effectively react to emergencies/disasters and reduce the potentialities of human caused catastrophes.
- Perform other duties as assigned including managing special projects, attending operational area meetings and conferences, developing educational material to present to business, professional and community groups, providing backup for other staff, participating in training, etc.

Physical Demands and Working Conditions: *The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.*

- Intermittent periods of standing, sitting, and walking sometimes on steep, rough terrain.
- Use hands to handle objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch.
- Work indoors/outdoors under adverse, stressful conditions with possible exposure to hazardous materials.
- Occasionally lift and/or move up to 20 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception, the ability to adjust focus, and be free from color blindness.
- Required to carry a cell phone and is subject to recall at any time during an emergency and may be required to work long hours without normal days off.
- Must be able to travel in assigned vehicle to emergency scenes, meetings or public events in order to complete office assignments.
- Noise level in the work environment is usually moderate but the employee may occasionally be exposed to high level noises including but not limited to emergency vehicle sirens, shouting, and yelling.

Supervision Exercised: The position may supervise other county staff and contractors as needed.

Knowledge, Skills, and Abilities:

Knowledge of the principles, practices, and procedures of emergency management; program planning and administration principles and processes; governmental structures and resources; the background and objectives of Federal, state, and local emergency management programs; and grant administration processes and requirements. Knowledge of emergency management techniques in areas such as flood protection, firefighting, evacuation and relocation, shelter management, disaster communications, radiological and nuclear defense and hazardous materials incidents, SEMS/ICS model for emergency program development, EOC operation, implementation and monitoring techniques. The position must develop and maintain knowledge of relevant programs and funding which includes understanding grant writing, grant management, and the financial tracking and reporting grants require.

Skilled in the use of software including: word processing, spreadsheets, database, and presentation applications. Skill with: interpreting, applying and explaining complex laws, rules and regulations, and achieving compliance with such regulations. Skill with: conducting studies, analyzing complex problems, evaluating alternatives and making sound, creative recommendations.

Ability to communicate effectively verbally and in writing; to establish and maintain effective working relationships with others; to act quickly in gathering and analyzing data assessing needs, relevancy, issues, and problems and make accurate judgments and draw conclusion; to learn, understand, interpret, and apply Federal and state statutes, regulations, and procedures related to grant administration and emergency management with the ability to analyze information from complex situations and determine the best action to be taken.

Education and Experience:

The job requires education and experience equivalent to a bachelor's degree with course work in public administration, environmental studies, emergency management or a related field of work, and three (3) years of progressively responsible experience in a staff role in a public agency or business in work associated with disaster and emergency activities such as program planning, project management facilities/infrastructure management, or related field. Equivalencies may include an associate's degree in a related field and five (5) years' experience, or a high school diploma and seven (7) years directly related training and experience.