

Garfield County Job Description

Title:	Emergency Manager		
Department/Office:	Sheriff	Reports to:	County Sheriff
Division:	Administration	Pay Grade:	7
FLSA Status:	Exempt	Driving Classification:	Essential
Supervision Exercised:	Direct or indirect supervision of all Division staff.	Licenses/Certifications:	Colorado P.O.S.T. (Peace Officer Standards and Training). Valid driver's license.
Minimum Education:	Two years of college with coursework in emergency preparedness, civil defense planning and operations, emergency medical services, public safety and first responder practices, or equivalent.		
Minimum Experience:	2 years of emergency management and/or related experience.		

General Purpose:

Plans, organizes and directs the activities of the County and member agencies' response to disasters and emergencies; assists in planning, formulating, updating, and maintaining the Garfield County Emergency Plan, the Multi-Agency Management Group (MACG) Emergency Services Plan, and represents Garfield county at the Northwest All Hazards Response regional level; coordinates and manages emergency operations of the County and member agencies; assists the County and member agencies in the performance of a variety of activities in the areas of mitigation, safety, accident prevention, loss control, plan formulation and exercises.

Essential Functions:

(These duties are a representative sample; position assignments and detailed work instructions may vary.)

1. Assists with developing goals and objectives of the member agencies and establishes and maintains an up to date local emergency operations plan which includes reviewing, updating and distributing the plan to emergency responders, and providing additional assistance to those agencies as necessary.
2. Plans, organizes and assists the County and member agencies in planning, management and training; includes assisting in activating the MACG, and planning, organizing and directing the activities of the MACG.
3. Responds to actual emergency incidents, disasters and Search and Rescue Operations in the field and participates in the management of those incidents with other jurisdictions.
4. Coordinates and manages emergency operations through the Emergency Operations Center to ensure that the Center is organized for maximum effectiveness of staff participating in disaster exercises and actual disaster events.
5. Plans, implements and coordinates programs including resource management, operational readiness, and response plans and capabilities.
6. Coordinates mutual aid responses and requests; assists in the overall management of emergency response and recovery operations; works cooperatively with MACG and other agencies and jurisdictions.
7. Organizes and conducts training for the member agencies; organizes and attends operational area meetings; evaluates the effectiveness and efficiency of disaster exercise and event responses.

Garfield County **Job Description**

8. Provides advice and technical assistance to the MACG and member agencies on the special conditions and operating requirements that would be imposed in the event of a catastrophic disaster.
9. Organizes, trains, and maintains county-wide Incident Command Management Teams.
10. Prepare the budget for the Office of Emergency Services; assist in budget implementation; participate in the forecast of funds needed for equipment, materials, staffing and supplies; administer the approved budget.
11. Seek out and manages local, state and federal grants for emergency services.
12. Alerts appropriate state and federal agencies of actual emergencies or disasters and coordinate the response operations of local government and support agencies before, during and after an emergency or disaster.
13. Performs related duties as assigned.

Job Qualifications:

Must be at least 21 years of age. Must pass: pre-employment drug & alcohol testing and post-employment random drug and alcohol testing; background check; physical agility test, written test, oral boards, polygraph, psychological evaluation, medical exam.

Knowledge of:

1. Principles and practices of current emergency planning, training and management;
2. Principles and practices of policy development and implementation;
3. Principles and practices of leadership, motivation, team building and conflict resolution;
4. Principles and practices of business correspondence and report writing;
5. Pertinent local, state and federal laws, rules and regulations;
6. Budgeting procedures and techniques;
7. Principles and practices of organizational analysis and management;
8. Principles and practices of supervision, training and personnel management;
9. Modern office procedures and computer software and equipment applications;

Ability to:

1. Supervise and develop employees: plan, direct, coach, counsel, mentor, delegate, discipline, train, and evaluate.
2. Speak, read and write the English language.
3. Communicate effectively verbally and in writing.
4. Organize, direct and implement a comprehensive emergency services program;
5. Analyze budget and technical reports; interpret and evaluate staff reports; know related federal, state and local laws, regulations and codes; observe performance and evaluate staff; problem solve; remember and apply various personnel rules; and explain and interpret policy;
6. Prepare and administer a budget;
7. Supervise, train and evaluate personnel;
8. Interpret and explain Emergency Preparedness policies and procedures;
9. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals;
10. Act quickly and calmly in emergency situations; be effective in a fast-paced emergency environment and make appropriate and timely decisions;
11. Work unusual or prolonged hours during emergencies or disasters and during training programs or preparedness exercises;
12. Gain cooperation through discussion and persuasion;
13. Work with various cultural and ethnic groups in a tactful and effective manner;
14. Establish and maintain effective working relationships with those contacted in the course of work;
15. Communicate clearly and concisely, both orally and in writing;
16. Maintain a high level of professionalism and confidentiality.

Garfield County **Job Description**

Internal & External Contacts:

Internal Contacts:

Frequently interacts with other Sheriff's Office employees.

External Contacts:

Frequently interacts with the County Management, Department Heads, Elected Officials, general public, court personnel, law enforcement agencies, Federal, state, and County agencies, local Fire Districts, and other organizations.

Physical Activities and Work Environment:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable otherwise qualified individuals with disabilities to perform essential functions.

Required Physical Activities:

While performing the essential functions of this job the employee is frequently required to talk, hear, sit, stand, walk, bend, stoop, kneel; and is occasionally required to run, climb, balance, crouch and crawl; is frequently required to lift and carry up to 25 pounds; is occasionally required to lift and/or move up to 50 pounds and to exert up to 100 pounds of force. The employee is required to perform strenuous tasks requiring muscular strength and coordination. The employee is occasionally required to maintain body balance while ascending or descending ladders or open stairs, and to maintain body equilibrium while bending at the waist or at the knees. The employee is frequently required to stand or sit for an extended period of time without a significant rest period. The employee is routinely required to reach with hands and arms; work with the hand or hands in handling, seizing, holding, or grasping motions and with the fingers in fingering, picking and pinching actions to operate objects, tools or controls. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Work Environment:

The noise level in the work environment is typically moderately loud; at times the noise level may be loud, with frequent interruptions and multiple demands.

The employee is routinely required to work outside normal business hours.

In times of emergency, the employee may be exposed for prolonged periods of time to outdoor weather conditions that may vary from extreme heat to extreme cold; and to debris, fumes, odors, airborne particles and dust; may be exposed to the possibility of bodily injury from electrical shock or mechanical hazard; and may be exposed to toxic or caustic chemicals.

Required Travel:

The employee is frequently required to travel throughout the County; may be required to travel within and out of state.

Computers and Other Equipment:

Computer and relevant software applications; telephone system; radio communication equipment; facsimile; shredder; copier. Emergency response vehicle, cellular telephone, geographic information system and County maps.

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT. Nothing in this job description restricts Garfield County's ability to assign, reassign or eliminate duties and responsibilities of this job at any time. It does not prescribe or restrict the tasks that may be assigned. This job description describes the County's current assignment of essential functions. Those functions may change at any time as the needs of the County change or for other reasons deemed appropriate by the County.