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## EMERGENCY MANAGEMENT DEPUTY DIRECTOR

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Rev 10-22

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Department: Emergency Management/Public Health  
Reports To: Director of Emergency Management and Director of Public Health  
FLSA Status: Non-Exempt

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### Position Summary

Under the supervision of the Emergency Management Director and the Director of Public Health, this position is a non-exempt position under the FLSA that performs administrative work. The Deputy Director of Emergency Management assists in the planning, directing and coordination of all activities falling within the responsibilities and duties of the department, including mitigation, preparedness, response, and recovery activities for Marion County. The Deputy Director assumes the roles and responsibilities of the Director in their absence. The duties of this position involve clerical and communications, as well as, assuming a leadership role in emergency operation during a crisis and disaster response, which requires the ability to distinguish between and reconcile the economic, political and social forces that impact environment in which the employee will function. The position also fulfills the duties as prescribed in Local Codes, State Statutes and Federal Laws. This position requires a strong knowledge of and ability to work within the confinements of the Federal Robert T. Stafford Disaster Relief Act, as amended; Chapter 48, Article 9 of Kansas Statutes Annotated. Although work is performed according to Federal and State guidelines, the employee in this position must exercise considerable independent judgment when carrying out the responsibilities of this position. This position requires a great deal of self-motivation and the ability to remain calm and take control of stressful and possibly dangerous situations.

### Essential Functions

- \* Research grant opportunities for all entities within Marion County;
- \* Prepares, assists, and reports on grants within the Marion County Emergency Management and Marion County Health Department;
- \* Prepares performance reports to Directors;
- \* Assists with updates and development of the Marion County Emergency Operations Plan as required by law;
- \* Research training and exercises needed for Marion County entities;
- \* Provides documentation and statistical analysis for the development and update of current and future plans;
- \* Organizes hazard identification, capability assessment and vulnerability analysis for Marion County;
- \* Identifies mitigation actions necessary to prevent or lessen impacts from hazards;
- \* Responds to hazardous material/substance releases/incidents as a coordinator of resources and liaison;
- \* Conducts educational programs for the public including, but not limited to: community preparedness, emergency management, hazardous materials awareness and seasonal weather awareness;
- \* Serves on the Local Emergency Planning Committee (LEPC) and Healthcare Coalition Committee;
- \* Assists in planning and conducting drills to test the capability of the local emergency response plans and agencies;
- \* Develops and maintains relationships with government, private and volunteer sectors of the community to communicate mutual concerns;
- \* Assists in the establishment of Mutual Aid agreements, Inter-Local Agreements, Memorandums of Understanding, Disaster Assistance Agreements and other agreements or contracts for disasters or major emergencies;
- \* Maintains general knowledge of community's ability to contribute resources to respond to disasters or major emergencies;
- \* Maintains mobile trailers to provide communications and incident support in the event of disasters or major emergencies;

**Emergency Management Deputy Director  
Essential Functions, Continued**

- \* Cooperates with other public jurisdictions for proper activity coordination;
- \* Communicates with individuals, groups and the media to gain understanding, acceptance and support of emergency planning and programs;
- \* Plans long-term emergency preparedness programs;
- \* Supports County storm spotter's activities, and must be a trained storm spotter;
- \* Coordinates response and recovery activities during and following a natural disaster or other emergency;
- \* Coordinates the management of resources necessary to respond and recover from disaster situations;
- \* Maintains accurate records of emergency resources;
- \* Maintains emergency vehicles and equipment and performs maintenance as needed;
- \* Works with local emergency response agencies to test and evaluate equipment;
- \* Prepares reports on department activities;
- \* Maintains department inventory.

**Marginal Functions**

- \* Relays information to other agencies, as well as to other jurisdictions, regarding fire, police or EMS matters;
- \* Provides current and accurate information on weather and road conditions;
- \* Maintains records for motor vehicle identification;
- \* Operates radio equipment and a variety of office equipment;
- \* Keeps a good working knowledge of grant writing and implementation (Federal and State);
- \* Assists with the development and revision of emergency response plans;
- \* Recruits volunteers and manages a program of trained volunteers in a variety of disciplines for emergency procedures;
- \* Assists the public with complaints and concerns;
- \* Prepares programs and lectures on all emergency management areas including mitigation, preparedness, response and recovery;
- \* Provides damage assessments and submits reports, as required;
- \* May serve as a PIO (Public Information Officer);
- \* Other related duties as deemed necessary or as assigned.

**Minimum Position Requirements**

Experience: At least three years public safety and/or emergency service experience preferred. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months in the position. Grant writing experience required.

Education: REQUIRED: High school diploma or GED equivalent. Must possess certification as "Kansas Certified Emergency Manager" required by Kansas Administrative Regulation or be able to obtain within twenty-four (24) months of employment. Continuing education required maintaining certification. Must be in possession of or have the ability to obtain a valid Kansas drivers license. Must take National Incident Management (NIMS) training and Public Information Officer (PIO) training. PREFERRED: Bachelor's Degree from a four-year college or university.

Knowledge, Abilities and Skills: Knowledge of the methods of organization, planning, and management. Ability to understand and work with Local, State and Federal regulations pertaining to emergency preparedness, hazardous materials and radiological protection. Be able to work a variety of hours and be physically able to respond to emergencies. Have skills to organize and coordinate activities of other persons. Have the ability to work without direct supervision. Ability to deal effectively with Local, State and Federal government officials. Must be available to travel to attend training courses and Emergency Management/Preparedness conferences. Familiarity with Emergency Response Systems, Disaster Management principles and practices, FEMA regulations and policies are preferred. Ability to read a map.

**Emergency Management Deputy Director**  
**Minimum Position Requirements, continued**

Skills: Computer skills are mandatory and familiarity with Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Adobe, Mapping Programs, Radar Programs, Grant programs (KGMS and KETS) and Microsoft Access.

Problem Solving and Decision Making: Extensive and frequent problem solving exists in this position. Problems include handling citizen complaints and inquiries under crisis situations and possible Homeland Security problems that arise. Decisions include interpretation of emergency response problems and resources. And decisions made during an emergency or declaration of disaster (state and local) require knowledge of State regulations, statutes and law utilization.

Behavior Standard: Maintain a positive work atmosphere by acting and communicating in a professional manner so that you get along with customers, clients, co-workers and management. Works ethically and with integrity.

Accountability: Responsible for the administration of various grants relating to emergency management. Employee is responsible for the confidentiality of CHR (criminal history records). Must be bondable to become a Kansas Notary. Employee must clear an III/FBI record background check before employment and annually. Responsible for being on call for Homeland Security issues.

Supervision: Direct supervision will be the Emergency Management Director and the Health Department Director. Employee must have supervisory responsibilities over spotters and volunteers. Carries out supervisory responsibilities in accordance with the county's policies and procedures.

Personal Relations: Frequent contact with other county and city departments and continual contact with the general public. Frequent contact with State agencies.

Working Conditions: The majority of work is performed in an office environment. This position is subject to call out 24 hours a day, 7 days a week. The work may involve nights, weekends, holidays, overtime and extended hours when necessary. During emergency situations work will require exposure to adverse weather conditions, exposure to chemicals, fumes, odors and gases, possible chemical and biological hazards and exposure to dust and pollen.

Physical Requirements: May require traversing over rough terrain, bending, stooping, reaching, and other activities during response and recovery efforts following a natural disaster or other emergency. Occasionally lift and/or move up to 50 pounds. The ability to express or exchange ideas by means of verbal communication. Conveying and receiving detailed or important verbal instructions to and from other workers and the general public. The ability to sit at a computer for a long period of time. Picking, punching, typing or otherwise working primarily with the fingers rather than with the whole hand or arm. Ability to climb stairs and navigate narrow walkways while carrying objects. Good hearing and clear speaking voice. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.