

## **CONVERSE COUNTY, WYOMING JOB DESCRIPTION**

**POSITION: County Emergency Management Coordinator**

### **SUMMARY OF RESPONSIBILITIES AND DUTIES (JOB GOALS)**

To coordinate, plan, direct and oversee the activities and operations of the Converse County Emergency Management Agency to ensure local emergency response agencies and the general public are prepared to respond to and recover from any hazard or terrorist activity, which may affect the jurisdiction; coordinates planning and organization for the use of all public and private resources available to the county such as manpower, supplies, skills, and equipment to provide the capability of dealing with the effect of disasters. Is responsible for the preparation for, response to and recovery from emergencies and disasters. Must possess or have the ability to acquire a Wyoming Driver's license. Must be willing to travel and be willing to remain in travel status two weeks or longer. Must be able to work indoors and outdoors under adverse conditions for an extended period of time. Must be able to perform moderate physical activity and lift an average of fifty (50) pounds.

### **PERFORMANCE RESPONSIBILITIES**

This job description outlines the general duties and responsibilities of the position. The job description is intended to cover the major areas of responsibility, but is not, in any way, limited to all of the job responsibilities associated with this position.

1. Coordinates emergency activities throughout all areas of Converse County and the Wyoming Office of Homeland Security.
2. Acts as coordinating staff advisor to the Board of County Commissioners and other county officials and serves as the advisor to the Local Emergency Planning Committee.
3. Establishes the Emergency Operations Center (EOC) and is responsible for its operation and organizes personnel, resources and facilities during emergencies.
4. Prepares and updates a pre-disaster mitigation plan for Converse County and its communities.
5. Prepares and updates an emergency operation plan for Converse County, its communities, institutions and industries.
6. Makes studies and surveys of private, local government, and industry resources and facilities to determine their emergency preparedness.
7. Negotiates written agreements with the public and private sector for utilization of equipment, materials and manpower in disaster situations; identifies resource

- deficiencies and works with appropriate officials on corrective measures.
8. Establishes entry to the Emergency Broadcast System, establishes a logistics and resources communications network, and establishes and maintains an emergency public information system.
  9. Establishes and implements a program for marking and developing shelter management procedures.
  10. Establishes liaisons and coordinates disaster plan operations with area industrial installations, public utilities, welfare agencies, and emergency management directors of high, adjacent and lower echelon political subdivisions to insure integrated emergency plans.
  11. Insures that emergency plans have been prepared for cities, towns, institutions and industries; reviews and updates them as required.
  12. Attends and provides input at County staff meetings, workshops and conferences.
  13. Prepares and oversees the annual budget for the Converse County Emergency Management Agency, including grant funds.
  14. Maintains knowledge of radiological instruments, two-way radios, warning systems and other instruments needed for emergency detection and preparedness, response and recovery.
  15. Maintains membership and/or chairmanship of committees that are associated with the Converse County Emergency Management Agency including the Local Emergency Planning Committee (LEPC).
  16. Meets local, state and federal auditing procedures, maintaining records and compliance with the Converse County Clerk, Treasurer and other agencies.
  17. Implements all required tasks and duties as mandated by state and federal regulations; prepares and submits all required plans and reports in a timely and accurate manner.
  18. Coordinates emergency services, planning and education between the county, city, towns, schools, local business community, adjacent jurisdictions, utilities, volunteer organizations and other governmental agencies.
  19. Conducts tests and emergency service drills including exercises pertaining to terrorist activities to give local officials and first responders practice in operations under simulated conditions; coordinates and conducts training programs.

20. Administers and submits all county/city/town disaster claims for relief and reimbursement as a result of disaster declarations to the State and the Federal Offices of Homeland Security in compliance with applicable laws and regulations.
21. Functions as the primary point of contact for the National Weather Service warning coordination efforts within the county, including emergency notifications and public educational efforts.
22. Provides public education on preparedness for disasters and terrorist activities.
23. Maintains inventory of community disaster assets and emergency supplies.
24. Receives, reviews, files and maintains the annual Tier II Hazardous Materials files submitted to the Local Emergency Planning Committee (LEPC) by industry in accordance with the Emergency Preparedness and Community Right to Know Act (EPCRA).