

# Morgan County VACANCY ANNOUNCEMENT

**POSITION: EMERGENCY MANAGEMENT DIRECTOR**

**DEPARTMENT: EMERGENCY MANAGEMENT**

## Application Requirements:

Please submit FULLY COMPLETED application, letters of reference, or any transcripts of college coursework that is applicable. You may attach any information that may enhance your application. Direct all material and correspondence to:

FORT MORGAN WORKFORCE CENTER  
426 Ensign St  
Fort Morgan, CO 80701

**SALARY:** \$51,444 annually/\$4287 per month and up depending on qualifications. Morgan County Government offers a complete benefit package: includes health, vision, life insurance and retirement plan.

**VACANCY CLOSING DATE: UNTIL FILLED**

**APPROXIMATE STARTING DATE: ASAP**

Please refer to job description for duties and qualification summary and other important information.

Morgan County is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, age, gender, gender identity, political affiliation, national origin, sexual orientation, disability, genetic information, veteran status, or any other legally protected status. Candidates whose disabilities make them unable to meet the requirements of the position will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodations.

## MORGAN COUNTY POSITION DESCRIPTION

<b>TITLE</b> <u>Emergency Management Director</u>	<b>GRADE</b> <u>5</u>
<b>DEPARTMENT</b> <u>Emergency Management</u>	<b>DIVISION</b> <u>Management</u>
<b>EXEMPT/NON-EXEMPT</b> <u>Exempt</u>	<b>REVISED</b> <u>January 1, 2018</u>

### GENERAL SUMMARY STATEMENT:

The duty of the Emergency Management Director (DEM) is to provide locally focused comprehensive and integrated emergency management. This applies to the elements of preparation, implementation of response and the period of recovery. All of these elements come together to provide public safety and property protection during Morgan County emergency situations. Effective planning and coordination of emergency responders and resources both public and private are important.

### SUPERVISION RECEIVED:

The Office of Emergency Manager (OEM) is under the authority the Morgan County, Colorado Board of County Commissioners (BOCC) as per CRS 24-32-2107 and reports directly to the BOCC.

### ESSENTIAL FUNCTIONS AND DUTIES:

The following duty statements are illustrative of the essential functions of the job and do not include other nonessential or marginal duties that may be required. The County reserves the right to modify or change the duties or essential functions of this job at any time.

- ◆ Coordinate all Emergency Management activities for Morgan County which includes education, program development, and training. This position will develop, integrate, implement and ensure compliance of emergency preparedness policies and procedures throughout the County as required by Federal and State standards.
- ◆ Assist in the development and implementation of goals, objectives, policies and priorities for the Emergency Management Program and Plan. Review and update program and plan on a regular basis.
- ◆ Administers the 15 Emergency Management Functions (EMFs) and standards which provide program elements or activities for strategic planning, program progress and effectiveness.
- ◆ Plans, develops, and supervises programs and strategies to incorporate recovery policies into the County of Morgan government plans and regulations.
- ◆ Compile and maintain an inventory of resources both public and private available to incident commanders and emergency responders during a County emergency. This inventory should include (at a minimum) type, quantity, location, contact person(s) and availability.

- ◆ Activate and aid in the management of any County Emergency Operations Center (EOC) established during a County emergency
- ◆ Communicates with appropriate county and town officials/agencies of threat situations and the applicable phase of operation.
- ◆ Regularly informs the Morgan County Board of Commissioners of overall readiness of the County to respond to all types of emergency disasters.
- ◆ Insures necessary coordination is accomplished by threat response entities (public, private and volunteer) prior to, during, and after the emergency or disaster.
- ◆ Gather and disseminate information to the public, media and local government agencies to assist in preparation, response and recovery from major emergencies.
- ◆ Responsible for public awareness and educational programs in regards to hazards in the county area.
- ◆ Prepare and submit annual required EMPG and other grant applications. Maintain compliance with regional, State and Federal grant programs and their associated regulations as required in order to secure the continued funding for the OEM.
- ◆ Routinely evaluates security and risks in County facilities and relays information to the Board of County Commissioners.
- ◆ Administers safety drills (fire, tornado, active shooter, etc.) in County facilities.
- ◆ DEM will engage with Elected Officials, Department Directors and Managers on the County program and plan.
- ◆ DEM will serve as a liaison to the community.
- ◆ Responsible for annual preparation and maintenance of the OEM County budget.
- ◆ Adhere to Morgan County Personnel and Policy Manual
- ◆ Responsible for preparing and filing all necessary documents to Federal, State and County Agencies.
- ◆ Other duties as assigned.

**KNOWLEDGE, SKILLS and ABILITIES:**

- ◆ Extensive knowledge of emergency management and public safety principles, procedures, practices and regulations.
- ◆ Thorough knowledge of state, federal and local laws, ordinances and regulations in governing the recovery and financial reimbursement process.
- ◆ Thorough knowledge of policies, procedures and requirements of recovery programs and disaster operations and in providing disaster recovery assistance.

- ◆ Knowledge of all types of disaster hazards, specifically these that threaten the citizens of Morgan County.
- ◆ Ability to utilize techniques designed to forecast conditions which are conducive to the development of natural, man-made or political disaster conditions.
- ◆ Ability to plan, direct, and coordinate the work of employees, volunteers, and others engaged in emergency preparedness.
- ◆ Thorough knowledge of the National Incident Management System (NIMS).
- ◆ Ability to analyze facts and exercise sound judgment in the decision making process
- ◆ Ability to prepare annual budget requests and comprehensive reports.
- ◆ Strong interpersonal skills and the ability to effectively communicate in both oral and written forms to prepare accurate, concise, complete and informative materials.
- ◆ Ability to interact effectively in large or small groups as well as with a wide range of individuals in a diverse environment.
- ◆ Ability to work independently, in a self-directed manner or as a team member.
- ◆ Have a working knowledge of Microsoft Office, Emergency Management software applications and the ability to operate standard office equipment.

**EDUCATION/EXPERIENCE:**

Bachelor's degree in Business Administration, Public Administration, Emergency Management or related field preferred. A combination of emergency management experience and public or private safety will be considered.

Three to 5 years experience in emergency management or a first responder discipline.

Operational knowledge and application of emergency management standards and Incident Command Systems.

**TRAINING/SPECIAL REQUIREMENTS:**

Must complete Emergency Management Institutes NIMS Courses IS-700, IS-100, IS-200, IS-800, IS-300, IS-400, IS-701, IS-702, IS-703, & IS-704 within 6 months of hire.

Ability to become a Colorado or IAEM Certified Emergency Manager (CEM)

State Basic Emergency Management Academy – FEMA Basic Emergency Management Academy would be an alternative

FEMA Professional Development Series Certificate or equivalent classes.

Current Colorado Driver's License

Current CPR and First Responder Certifications

Thorough background check will be required.

Morgan County resident.

**WORK ENVIRONMENT:**

Work is generally confined to a standard office environment. Occasionally exposed to unpleasant elements and subject to varying/unpredictable situations based on emergency.

**PHYSICAL DEMANDS:**

The following are some of the physical demands commonly associated with this position.

- ◆ **VISION** - Individual must be able to read handwritten and printed material, and read from a computer monitor.
- ◆ **HEARING** - Individual must possess average hearing ability. The noise level in the work environment is usually moderate.
- ◆ **LIFTING** - Must be able to lift, carry, push or pull a minimum of 50 pounds.
- ◆ **MOBILITY** - Individual must be able to sit for extended periods at a time. Occasionally\* stoops, kneels, balances, reaches, crawls, and crouches while performing manual office duties.
- ◆ **DEXTERITY** - Frequent\* use of eye, hand, and finger coordination enabling the use of automated office machinery.
- ◆ **COMMUNICATION** - Individual must be able to clearly understand the English language and be understood while speaking the English language.

\*Occasionally: Activity exists less than 1/3 of the time.

\*Frequently : Activity exists between 1/3 and 2/3 of the time.

\*Constantly : Activity exists more than 2/3 of the time.

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Employee Signature:	Date:
Human Resources Signature:	Date: