



Job Title: **Emergency Services Director**  
Reports To: Administrator  
FLSA Status: Salary, Exempt  
Approved/Revised: \_\_\_\_\_, 2021

Directs and coordinates the response to large scale emergencies and disasters that occur in the county including natural, technological, nuclear, and civil defense hazards. Develops, implements, and communicates plans for emergencies. Updates emergency response plans and provides training to emergency workers. Responsible for all administrative functions of the department including financial and personnel management, preparation and administration of the budget, policy and new program development.

Essential Functions:

1. Coordinates emergency planning efforts with the federal and state government, local political jurisdictions within the county, and the private and volunteer sector. Ensures local emergency plans are coordinated, compatible, and meet state and federal regulations. Reviews and authenticates disaster contingency plans and emergency procedures.
2. Develops and updates the county emergency operations plan and necessary support plans which involves specifying and working with agencies and departments included in the plan to detail functions they will perform in emergency situations, and to ensure effective integration of all emergency management functions. Ensures that emergency plans are responsive to all state and federal regulations.
3. Serves as principal emergency management advisor to the County Administrator and Chairperson of the County Board and public officials from local entities during all types of emergency conditions. As the Local Coordinating Officer (LCO), coordinates the overall efforts of incident management staff and other organizations during emergency operations including the provisions for incident command, emergency communication, resource management, hazard control, the Emergency Operations Center, and other incident management facilities from which emergency operations are directed and controlled. Establishes, maintains, tests and evaluates operational systems for emergency response and support.
4. Responsible for the coordination of drills and exercises carried out in preparation for emergency situations. Schedules, develops, and oversees operational exercises and drills to ensure that involved agencies and departments are able to carry out their responsibilities and functions in an emergency, and to help identify potential deficiencies in emergency plans, system elements, and resources. Coordinates post exercise evaluations and prepares necessary reports.
5. Makes presentations to local units of government, community leaders, service groups, civic organizations, governmental departments, area facilities, and the general public to ensure awareness of emergency services programs and community safety issues. Develops public information material and participates in related public awareness activities.

6. Updates the inventory of resources in the county which may be used in time of emergency. Participates in the development and negotiation of mutual aid agreements and other emergency management related contracts, and shall carry out the agreement or contract.
7. Responsible for response to a variety of emergency calls on a 24-hour basis to assess the incident and coordinate timely implementation of emergency plans or procedures, including any reporting systems. Manages emergency operations in accordance with accepted standards of operation.
8. Responsible to the Michigan State Police, Emergency management Division to provide proper information in the event of a major emergency or disaster. In conjunction with the state emergency management officials, recommends state and federal assistance that may be required to cope with the emergency situation. Completes all federal and state forms and activity reports for emergency management and disaster recovery assistance. Serves as the official local contact and liaison with the state and federal emergency authorities.
9. Coordinates emergency planning efforts with political jurisdictions in the County and acts as their agent in securing disaster relief monies.
10. Develops and maintains the Emergency Operations Center including coordinating efforts of staff and others during emergency operations and exercises.
11. Makes presentations to schools, service groups, civic groups, governmental departments, and care facilities to raise awareness of emergency management and advice on the best tornado shelter and other emergency procedures.
12. Conducts hazard identification, capability assessment, and vulnerability analyses to identify the hazards posing the greatest danger. Works with local officials to develop a hazard mitigation program.
13. Identifies special populations in the county, such as the homebound, to ensure adequate transportation in an emergency evacuation and other emergencies.
14. Prepares and submits all forms pertaining to federal and state funding and all forms required obtaining disaster relief monies.
15. Responses to emergency calls on a 24-hour basis.
16. Responsible for preparation and processing of emergency management grants.
17. Other Duties as assigned.

*This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.*

Employment Qualifications:

**Education:** Bachelor's Degree preferred with substantial college level coursework in Public Administration, or other areas related to emergency services. Prefer advanced coursework/seminars in emergency management.

**Experience:** Five years experience in a capacity involving operation of computers, radio and

telecommunications systems and providing a working knowledge of police, fire and EMS operations, preferably including some prior supervisory experience. Prefer experience in emergency preparedness including experience in coordinating the planning efforts of multiple political jurisdictions.

**Other Requirements:**

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

**Physical Requirements:** *This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more these requirements.*

- Ability to operate and troubleshoot problems with telecommunications equipment
- Ability to enter and retrieve information from computers
- Walking over uneven terrain to visit disaster sites
- Ability to travel throughout the area
- Ability to file and retrieve documents from departmental files

**Working Conditions:**

Works in inside conditions but regularly travels to other locations to make presentations and represent the department. Travel throughout the county to assess damages after emergencies and disasters.

**Employee Acknowledgement:**

I understand that the Alpena County Personnel Policy Handbook is available on the Employee Navigator and that it is my responsibility to review the Handbook periodically for changes or revisions.

Employee  
Signature: \_\_\_\_\_ Date \_\_\_\_\_



Reviewed &  
Approved by Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed &  
Approved by County Administrator  
or Elected Official: \_\_\_\_\_ Date: \_\_\_\_\_