



JOB DESCRIPTION

FOREWORD:

The following job description is provided as a general guideline of the duties for this position established by the Alpena ~~and Presque Isle~~ County Board~~s~~ of Commissioners through their budgetary process.

The Chairpersons of the County Board~~s~~ of Commissioners in coordination with the County Administrator/~~Controller~~ shall supervise the activities of the Emergency Management Director. With the advice and consent of the Boards, the Director shall formulate, review, and approve policy and operational guidelines for this office as may be necessary.

POSITION: **DIRECTOR**

DEPARTMENT: **OFFICE OF EMERGENCY MANAGEMENT**

GENERAL SUMMARY: To plan and provide for the coordination and utilization of resources ~~in the two-County jurisdiction~~ during an emergency or disaster situation; and to provide a means through which the Alpena ~~and/or Presque Isle~~ County Board~~s~~ of Commissioners may exercise the authority and discharge the responsibilities vested in them by Resolution 94-08 and Act 390 of the Public Acts of 1976; as amended.

DUTIES AND RESPONSIBILITIES:

The Emergency Management Director shall comply with standards and requirements as outlined in the annual Emergency Management Performance Grant (EMPG) Work Agreement as established by the Michigan State Police Emergency Management/Homeland Security Division (MSP/EMHSD), under the authority of the Act, in accomplishing the following:

1. Serve as principal emergency management advisor to the County Administrator/~~Controller~~ and Chairpersons of the County Board~~s~~ of Commissioners and public officials from local entities during all types of emergency conditions.
2. Direct and coordinate the development and ensure regular updating of the Emergency Operations Plan ~~for both counties~~, which shall be consistent in content with Michigan Emergency Management Plan.
3. Identify departments and/or agencies to be included in the Emergency Operation Plans as the disaster responders, including detailed responsibilities.
4. Oversee the implementation of all functions necessary during an emergency or disaster in accordance with the Emergency Operations Plans.
5. Coordinate emergency planning efforts with the federal and state government, local political jurisdictions within the counties as well as the private and volunteer sectors.

6. Responsible for all administrative functions of the department including, but not limited to, preparation and administration of the budget, financial management, policy and new program development.
7. Establish and maintain a primary and alternate Emergency Operations Center (EOC) in each county.
8. Develop and maintain a resource inventory for each county.
9. Coordinate the utilization of volunteer personnel (e.g. RACES, Red Cross, Salvation Army, CERT and others).
10. Assure the emergency management program meets eligibility requirements for state and federal aid by meeting the requirements of the National Incident Management System (NIMS), completing the required Emergency Management Performance Grants (EMPG) tasks and submitting quarterly work reports and financial paperwork by the specified dates; and completing other requirements as may be necessary.
11. Coordinate County Emergency Management activities with those of state and adjacent county jurisdictions, coordinate with the MSP District Coordinator to request state and federal resources. Complete and submit all federal and state forms and activity reports for emergency management and disaster recovery assistance. Serve as the official local contact and liaison with the state and federal emergency authorities.
12. Represent county emergency management interests and grant funding opportunities at monthly regional homeland security meetings.
13. Coordinate and/or conduct training and annual exercise programs for the disaster responders within the counties and test the adequacy of the Emergency Operations Plans. Prepare and submit necessary post-exercise evaluations and reports.
14. Through public information programs, educate the population as to actions necessary for the protection of life, property, and general safety in an emergency or disaster.
15. Assist in the development of mutual aid agreements, memorandums of understanding, and other agreements to aid in response and recovery.
16. Identify hazards; create, coordinate, and maintain a Hazard Mitigation Plan for each county, ensuring local townships adopt and implement mitigation measures. Apply for hazard mitigation grants when available.
17. Coordinate with all municipalities subject to the emergency management program in all matters pertaining to emergency management.
18. Hold quarterly Local Emergency Planning Committee (LEPC) meetings for each county, or more often as needed, and apply for Hazardous Materials Emergency Preparedness (HMEP) planning annual grant.
19. Develop and maintain off-site response procedures for each SARA Title III Section 302 site located in each county.
20. Maintain the ability to access and use the Michigan Critical Incident Management System (MICIMS). Provide MICIMS training for local officials and partners for access to the system in an emergency event.
21. Respond 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. Manage emergency operations in accordance with accepted standards of operations.

The above statements are intended to describe the general nature and level of work performed by persons assigned to this position. They are not necessarily limited to the duties describe herein.

EMPLOYMENT QUALIFICATIONS: Bachelor's degree preferred but will consider a combination of administrative, training, relevant emergency services and/or emergency management experience in lieu of a bachelor's degree. Successful completion of required emergency management training courses sponsored by the Michigan State Police or equivalent is a condition of continued employment. Possession of a valid Michigan Vehicle Operator License. Must have proficient computers skills. Report to the Boards of Commissioners regularly to keep them apprised of all current statuses and projects.

EXPERIENCE: Three years' experience in a capacity involving operation of computers, radio and telecommunications systems providing a working knowledge of police, fire and EMS operations, preferably involving prior supervisory experience.

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
- Ability to walk over uneven terrain to visit disaster sites
- Ability to travel throughout the geographical area
- Ability to file and retrieve documents from departmental files

WORKIGN CONDITIONS: Work is primarily in an indoor office setting but regularly travels between the two counties to various locations to make presentations and represent the department. Travels throughout the two counties to assess damages after emergencies and disasters. As necessary, travels outside the two-county jurisdiction to represent the department.

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 _____

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Reviewed &

Approved by Department Head: _____ Date: _____

Revised 10/1/2025

Reviewed & Approved by County Administrator
or Elected Official: _____ Date: _____