

Big Horn County Emergency Management Coordinator

Position Description

September, 2015

SUMMARY OF RESPONSIBILITIES AND DUTIES (JOB GOALS)

To coordinate, plan, direct and oversee the activities and operations of the Emergency Management Agency (Homeland Security Agency) to insure local emergency response agencies and the general public is prepared to respond to and recover from hazard or terrorist activity which may affect the jurisdiction. In times of emergency act as advisor to the Emergency Management Committee. Coordinate planning and organization for the use of all public and private resources available to the county such as equipment, personnel, supplies, and all other available resources. Is responsible for the preparation, response to and recovery from emergencies and disasters. Must have a current Wyoming Driver's License. Must be willing to travel and stay on the scene of local disasters for extended periods of time.

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 the entire job responsibilities associated with this position.

- Coordinates emergency activities throughout all areas of Big Horn County with the County and Wyoming Office of Homeland security.
- Acts as coordinating staff advisor to the Board of County Commissioners and other County Officials.
- Is responsible for establishment of Emergency Operation Centers (EOC) and their operation and organization during times of emergencies.
- Coordinates the County Mobile Operation Center (Trailer) for incidents requiring an onsite operation center.

- Prepares and updates required plans for the County, including Emergency Operation Plan, Disaster Mitigation Plan, Evacuation Plan, Hazardous Materials Plan, and others.
- Negotiates written agreements with the public and private sectors for utilization of equipment, materials, and manpower in disaster situations.
- Identifies emergency or hazard related resource deficiencies and works with appropriate officials on corrective measures.
- Establishes entry to the Emergency Broadcast System, establishes a logistics and resources communications network, and establishes and maintains an emergency public information system.
- Maintains Homeland Security Grants, CERT Grants, LEPC Grants and other grants received for emergency services.
- Administers TEIR II Reporting and the Public Right to Know Act
- Work with Land Planner and Engineer to develop and administer the Flood Damage Prevention Regulation and development within the designated floodplain.
- Works with LEPC (Local Emergency Planning Committee), CERT (Community Emergency Response Team), Big Horn County Addressing Committee, Town coordinators throughout the County and all other committees as assigned.
- Serves as the LEPC treasurer.

Special Requirements:

Ability to work in a standard office environment with some ability to sit, stand, walk, run, kneel, crouch, stoop, squat, twist, climb, and lift 50lbs. Exposure to cold, heat, noise, outdoors, vibration, confining work space, and chemicals, ability to travel to different sites and available for emergency calls.