

## **MARSHALL COUNTY EMERGENCY MANAGEMENT DIRECTOR**

**Summary:** This position has responsibility for implementing Marshall County's Emergency Management Program. General duties are outlined below, but are not meant to be all inclusive, nor prevent other duties from being assigned as necessary.

### **Responsibilities:**

- Coordinates and directs the planning, organization, and implementation of local emergency management activities.
- Coordinates the County Emergency Operations Plan (EOP) and Hazard Mitigation Plan in accordance with Federal, State, and Local statutes, and updates Plan annually.
- Coordinates and communicates with the Oklahoma Department of Emergency Management (ODEM), Regional, State, and Federal agencies to ensure effective administration of the Emergency Management Program.
- Facilitates cooperation and communication among local emergency support response agencies; including but not limited to fire departments, law enforcement, hospitals, and EMS.
- Coordinates planning, organization, and implementation of local emergency management training programs, and activities including but not limited to development of severe storm spotters and network designed to provide early warning alerts.
- Networks with other rural counties to determine how standards are developed, adopted, and implemented at County levels.
- Manages, operates, and maintains the County emergency operations center.
- Prepares and submits annual budget proposal and manages administration of same.
- Coordinates with and assists County Districts in securing information and preparing applications for Federal assistance during declared emergencies. When awarded Federal financial assistance, ensures proper completion of Federal funding documents. Ensures compliance with all Federal and State training and documentation requirements.
- Provide direction and support to Board of Marshall County Commissioners in establishment and maintenance of their safety, health, and loss control program; ensuring development, implementation, and updating of required written safety and health programs and plans.
- Promotes program policies and requirements to County employees.
- Conducts or ensures periodic safety and health walk-through inspections of workplace facilities, and inspections of all County buildings.
- Ensures that monthly safety training, and all other specifically required training is provided for all County employees.
- Establishes and maintains required record keeping systems, including training record reports and complaints and claim reporting.
- Reviews or assists with accident investigations and monitors illness exposure conditions.

- Takes necessary action to prevent injury to any employee, or to the public when an eminent danger situation or serious hazard exists.
- Manage and partner with ACCO SIG/SIF on workers compensation claims.
- Manage and comply with DOT safety regulations for CDL Drivers.
- Administer and track drug testing program.
- Compliance with all State and Federal Laws regarding Marshall County.

### **Qualifications:**

- Bachelor's degree in Emergency Management or similar preferred but not required.
- Minimum 2 years working in safety and/or emergency management preferred.
- Ability to supervise direct report with strong leadership skills.
- Good public relations techniques.
- Principles of Emergency Management.
- Knowledgeable in laws, regulations, codes, and policies relating to Emergency Management.
- Knowledgeable in natural disasters and procedures.
- Basic methods and practices of financial and statistical record keeping.
- Knowledgeable in OSHA and ODOL Safety and Health Programs.
- Basic knowledge of local governmental operations.
- Knowledge of workers compensation/risk management programs.
- Strong communication skills necessary for training and interaction with internal and external partners.
- Ability to work independently and without direct supervision.
- Flexibility working nights, weekends and on-call during weather related incidents and County disasters.
- Travel within the State of Oklahoma required to attend training and conferences.

### **Working Conditions:**

Most of the work is in a climate-controlled office, but may require external conditions of heat, cold, moisture, and exposure to traffic. Work involves standing and walking for periods of time. Inspections may require bending, stooping, climbing on equipment, and walking on uneven terrain. Marshall County Commissioners are the sole governing body of the County Emergency Management Department and the position of Director of Emergency Management.

**\*No relocation assistance available\***