

Ogemaw County

Emergency Management Coordinator

Job Description –

At this time, the county prefers to Contract an emergency management coordinator & will do the hiring for this position in conjunction with neighboring Oscoda County.

General Summary:

Under the supervision of the Board of Commissioners, & the Michigan State Police Emergency Management Division, & MSP-EMHSD 3rd District Coordinator, managed under the emergency Management Program per Public Act 390 of 1976, the Emergency Management Coordinator coordinates all matters pertaining to emergency management, disaster preparedness, emergency response & recovery operations within the County.

Essential Functions:

1. Coordinates & documents reviews & updates of local emergency policy with the Local Planning Team & the Local Emergency Planning Committee (LEPC being specific to hazardous materials issues). Participates in legislative & regulatory processes related to emergency services & public safety. Serves as County Representative on various local, regional, district, & state level emergency services boards & related organizations. Ensures local emergency plans are coordinated, compatible, & meet state & federal regulations. Coordinates LPT to review & authenticate disaster contingency plans & emergency procedures, & documents those.
2. Coordinates & documents the development & updates of the County Emergency Operations Plan, or Guide, & necessary support plans, which involves specifying & working with agencies & departments included in the Plan, or Guide, to detail functions that they will perform in a disaster situation, & to ensure effective integration of all emergency management functions.
3. 3. Coordinates the overall efforts of Incident Management Staff & other organizations during disaster operations, including the provisions for Incident Command, emergency communications, resource management, hazard control & mitigation, the Emergency operations Center, & other incident management facilities from which disaster response & recovery operations are directed & controlled. Coordinates the establishment of, maintenance of, testing of, & evaluation of operational systems for disaster response & support.
4. Responsible for the coordination of drills & exercises carried out in preparation for disaster situations. Schedules, coordinates development of, & oversees operational exercises & drills to ensure involved agencies & departments are able to carry out their responsibilities & functions in a disaster situation, & to help identify potential deficiencies in emergency Plans, system elements, & resources, & coordinate their improvement & correction. Coordinates post exercise evaluations & prepares necessary reports.
5. Makes presentations to local units of government, community leaders, service groups, civil groups, governmental departments, area facilities, schools, & the general public to ensure awareness of emergency service programs, community safety issues, & promote preparedness. Coordinates development of public information material & participates in related public awareness activities.

6. Coordinates, &/or conducts, & documents hazard studies, capability assessments, & vulnerability analyses to identify & prioritize community risks. Works with local & state officials, the LPT, & the community to develop hazard mitigation projects & programs. Coordinates & documents development of contingency plans to include hazard monitoring, public warnings, emergency notifications, personal safety measures, & population protection measures. Coordinates & documents reviews of various plans & proposals to identify community safety issues & hazard mitigation opportunities.
7. Responsible for response to a variety of disaster related calls on a 24-hour a day basis, 7 days a week, with the exception of specified vacation, for which a suitable replacement option shall be named by them in advance with complete contact information provided to 911 Dispatch, the Sheriff, the Board of Commissioner's Chair & the Vice Chair, as well as the 3rd District Coordinator. Assess incidents that they are contacted about & coordinate timely implementation of emergency plans & procedures, including reporting systems. Coordinate management of Emergency Operations in accordance with accepted standards of operation.
8. Responsible to the Michigan State Police Emergency Management Division to provide proper information & documentation in the event of a major emergency, or disaster. In conjunction with the state emergency management officials, recommends state & federal assistance that may be required to cope with a specific disaster situation at-hand. Completes all federal & state forms & activity reports, or oversees their completion, for emergency management & disaster recovery assistance. Serves as the official contact & liaison with the state & federal emergency/disaster authorities.
9. Completes all tasks outlined in the Work Agreement between the County, MSP-EMHSD, & themselves, on behalf of the County. Completes all related documentation & applications related to the Work Agreement, & small grants such as the HMEP (haz-mat, LEPC related), EMPG, & other similar ones that may come along. Coordinated HSGP grant AAF's.

Employment Qualifications:

Education:

Possession of a high school diploma, or equivalent

Proof of completion of the following Incident Command Systems Classes, which may have been taken online at www.fema.gov Independent Study, or in a classroom setting: IS100 Introduction to Incident Command (any discipline), IS200 ICS For Single Resources & Initial Action, IS700 National Incident Management Systems , IS 800 National Response Plan

Preferred are those &: IS300 Intermediate ICS For Expanding Incidents, a sit-down classroom class offered by TEEX, USFS, & state emergency mgmt. programs (in MI see www.mi.train.org (or .gov) ; IS400 Advanced ICS, " "; IS701 NIMS MACS (@ that fema website), 702 NIMS Public Information " ", 703 NIMS Resource Management " ", 704 Communications & Information Management " ", 241 Decision Making & Problem Solving " ", Damage Assessment " ", & micims/WebEOC(see that mi.train site); college level coursework in a related area &/or extensive military service; &/or responder field experience, including implementation of Incident Command Systems; PEM Certification

Other Requirements:

The Emergency Management Coordinator will have 2 1/5 months, precisely, from the start date in this position to complete IS300; if they did not already complete that.

They will have 5 ½ months, precisely, to complete IS400 & micims/WebEOC.

They will have 6 months to complete Damage Assessment, 701, 702, 703, 704, with the exception of temporary waiver for a class; if a class is currently not available, which has been an issue with this grouping of classes intermittently.

They will have 4 years to complete their Professional Emergency Management (PEM) Certification via MSP-EMHSD.

They must stay up to date on any & all Professional Development Series (PDS) classes that MSP-EMHSD requires during their employment.

The qualifications listed here are intended to represent the minimum skills & experience levels associated with performing the duties & responsibilities of the Emergency Management Coordinator position. The qualifications should not be viewed as expressing absolute employment nor promotional standards, but as a general guideline that should be considered along with other job-related selection or promotional criteria.