



# LARAMIE COUNTY

## JOB DESCRIPTION

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<b>TITLE:</b>	Deputy Emergency Management Director/ Fire Warden	<b>FLSA:</b>	Exempt
<b>DEPARTMENT:</b>	Emergency Management	<b>REVISED:</b>	

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**Summary:** Under general supervision, provides support to the Director in the administration of emergency management programs; oversees fire suppression efforts and coordinates interaction between fire departments, rural fire districts and State/Federal cooperators for Laramie County.

**Essential Job Functions:** *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Provides assistance with the administration of emergency management activities; coordinates fire service activities for the County.
- Performs various administrative functions including processing reports in accordance with EMPG guidelines, coordinating correspondence, and initiating/responding to telephone calls and emails.
- Orders, purchases and maintains required equipment in accordance with County budget guidelines.
- Attends various information and planning meetings.
- Provides information and training to groups in relation to emergency management subjects; develops training exercises.
- Conducts fire safety and nuisance inspections; ensures enforcement of rules and regulations; reviews and makes recommendations pertaining to code requirements.
- Provides assistance to Fire District Chiefs and boards; actively participates in the Laramie County Fire Chiefs Association.
- Coordinates assigned programs including the Community Emergency Response Team and the Fire Investigation Unit.
- Provides emergency response assistance to mutual aid emergencies including wild land and structure fires; provides advice to fire district personnel during emergency incidents; assists with incident investigation and reporting.
- Coordinates emergency notification and public alert services including providing emergency and disaster information.
- Stays current regarding standards, codes and statutes that effect EMA and the Fire Service.
- Performs other duties as assigned or required.



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### **Knowledge and Skills:**

- Knowledge of incident and emergency management procedures and protocol.
- Knowledge of Homeland Security/FEMA requirements in relation to emergency management.
- Knowledge of State, County and municipal emergency management statutes, rules, ordinances and codes.
- Knowledge of fire investigation processes and protocol.
- Knowledge of advanced wildfire management processes and protocol.
  
- Skill in coordinating emergency management and fire services activities.
- Skill in effectively alerting the public and providing local emergency and disaster information.
- Skill in providing advice to fire district personnel during emergency situations.
- Skill in conducting emergency preparedness training for community groups.
- Skill in interpreting and applying governmental directives.

### **Minimum Qualifications:**

Associate's Degree in Emergency Services or Fire Science; five (5) years emergency services experience including supervisory experience; or equivalent combination of education, training and education. Must have Fire Fighter I, Fire Officer I, and Red-Card Engine Boss Certifications. Must have a valid driver's license.