



# LARAMIE COUNTY

## JOB DESCRIPTION

**TITLE:** Emergency Management Director

**FLSA:** Exempt

**DEPARTMENT:** Emergency Management

**REVISED:**

**Summary:** Under general direction, develops, directs and coordinates emergency management programs for Laramie County and local incorporated jurisdictions.

**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.)*

- Oversees and coordinates all aspects of the County's emergency management programs and services.
- Manages program administration activities and ensures compliance with all policies, procedures and objectives set for the department.
- Ensures compliance with all Federal, State, County and/or municipal statutes, rules, ordinances, codes, orders, guidelines and directives.
- Develops, implements, manages and monitors emergency plans.
- Coordinates Department training and training exercises.
- Provides first responder assistance.
- Provides outside agency assistance in relation to emergency management practices.
- Oversees volunteer resources and coordinates volunteer communications.
- Coordinates and delivers presentations in relation to educating residents in disaster preparedness.
- Liaises with Federal and State agencies including Homeland Security, FEMA, the Department of Health, and the Department of Environmental Quality.
- Develops and manages the annual budget for the Department.
- Hires, supervises, trains and evaluates Department staff.
- Performs other duties as assigned or required.



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### **Knowledge and Skills:**

- Knowledge of emergency response/public safety processes and protocol.
- Knowledge of recourse management during disaster situations.
- Knowledge of Homeland Security and FEMA requirements in relation to emergency management.
- Knowledge of State, County and municipal emergency management statutes, rules, ordinances and codes.
- Knowledge of public budgeting and/or accounting processes and standards.
- Knowledge of supervisory principles, practices, and methods.
  
- Skill in using sound judgment in relation to emergency based decisions.
- Skill in effectively utilizing various methods of communication.
- Skill in determining appropriate level of warning issued to the public in emergency situations.
- Skill in managing resources before, during and after a crisis.
- Skill in coordinating and overseeing all aspects of emergency management programs and services.
- Skill in developing and managing an annual budget.
- Skill in supervising, leading, and delegating tasks and authority.

### **Minimum Qualifications:**

Degree in Homeland Security, Public or Business Administration or (5) five years of Emergency Management experience. Seven (7) years emergency services experience including management of resources and staff; or equivalent combination of education, training and experience. Must have a valid driver's license. Must pass a background review in accordance with state law. Completion of the FEMA Professional Development Series (PDS) preferred.