

**Recruitment Announcement**  
**Jefferson County Office of Homeland Security**  
**and Emergency Management**

(A Department of the Jefferson County Commission)

Is accepting resumes for the position of

**Deputy Director / Planner / Program Manager**

This is a Full Time, Salary Exempt Position, with benefits

Qualified Applicants should submit a cover letter and resume by regular U.S. Mail to:

Stephen S. Allen, Director  
Jefferson County Homeland Security and Emergency Management  
28 Industrial Blvd., Suite 101  
Kearneysville, WV 25430

Resumes will be accepted until the position is filled.

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The ideal candidate will have a Bachelor's Degree (preferred) in emergency management plus 7-10 years' experience in emergency management; or any equivalent combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Must be available 24/7/365 in case of emergency, and be available for daytime, evening, overnight, and/or weekend assignments. Assignments may include travel, training, attendance at meetings or conferences, EOC activations, and/or field work, some with little to no notice.

Must reside in Jefferson County or an adjoining county. Must successfully complete annual training/certification requirements and NIMS requirements. Must successfully complete a background investigation. A valid driver's license, with an excellent driving record, is required for this position.

## **Job Description:**

**Statement of Duties:** Responsible for the program management for the department, in conjunction with the Director. Reviewing and writing plans for homeland security and emergency management and acts as the Director when he/she is unavailable. Employee is required to perform all similar or related duties as the Director.

**Supervision Required:** Employee works under the general direction of the Homeland Security and Emergency Management Director. Employee works from county policies and objectives, establishing short-ranged plans and objectives, personal performance standards, and assumes accountability for department results. Employee consults with supervisor only where clarification, interpretation, or exception to county policy may be required. The employee exercises control in the development of departmental policies, goals, and objectives. The employee is also expected to resolve conflicts that arise and coordinate with others as necessary.

**Supervisory Responsibility:** Employee is accountable for the quality and quantity of work done by the PIO/Administrative Assistant/Volunteer Coordinator when the Director is unavailable, as well as, volunteers, and EOC representatives frequently.

**Confidentiality:** Employee has access to confidential information including volunteer records and department records, law suits, criminal records/investigations, client records, department records, law enforcement sensitive documents, counter terrorism information, and have a need to sign non-disclosure statements regarding sensitive information. Employee will have to complete Protected Critical Infrastructure Information (PCII) training and will have access to sensitive but not classified information, requiring signature on non-disclosure agreements.

**Accountability:** Consequences of errors or poor judgment may include missed deadlines, adverse public relations, monetary loss, legal repercussions, labor/material costs, personal injury, jeopardize programs, and danger to public health/safety.

**Judgment:** Work is performed based on administrative or county policies, general principles, legislation, or directives that pertain to a specific department or functional area. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches to accomplish objectives and/or to deal with new or unusual requirements within the limits of established guidelines, practices, or policies. The employee is recognized as the department or functional area's authority (in the absence of the director) in interpreting the guidelines, in determining how they should be applied, and in developing operating policies.

**Complexity:** Work consists of employing many different concepts, theories, principles, techniques, and practices relating to an administrative field. Assignments typically concern such matters as studying trends in the field for application to the work; assessing services and recommending improvements; planning long range projects; devising new techniques for application to the work, and recommending policies, standards, or criteria.

**Work Environment:** The work environment involves generally office environment, outdoor work, possible exposure to toxins or fumes, equipment/machinery, traffic, electricity, explosive materials, radiations, biohazards, loud noises, risk of personal injury.

**Nature and Purpose of Public Contact:** Employee has constant interaction with co-workers, the public and with groups and/or individuals who have conflicting opinions or objectives, diverse points of view, or differences where skillful negotiating and achieving compromise is required to secure support, concurrence and acceptance or compliance; or one-on-one relationships with a person who may be under severe stress, where gaining a high degree of persuasion may be required to obtain the desired effect. The employee may represent to the public a functional area of the county on matters of procedures or policy where perceptiveness is required to analyze circumstances in order to act appropriately.

**Occupational Risk:** Duties may involve frequent, recurring exposure to hazardous conditions. Job frequently entails the possibility for serious injury or exposure to conditions that could result in total permanent disability or loss of life.

**Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

1. Responsible for program management for JCOHSEM programs that include but are not limited to: CERT, the Community Rating System, StormReady, NIMS, and any other programs undertaken by the department and/or organization's various volunteers committees.
2. Planning activities that may include working with communities and/or consultants for the Emergency Operations Plan, Risk Assessment and Mitigation Planning, Emergency Planning for People with Special Needs, Evacuation Planning for a National Capital Regional Event, Regional Planning Efforts, Planning for Animals in Disaster, COOP and/or COG (Continuity of Operations and Continuity of Government) Planning, Flood Warning Plans, Threat Hazard Identification and Risk Assessment, etc.
3. Planning for and participation in training exercise activities at the local, regional, and state levels.
4. Must be able to serve as the Deputy Director to the Director of Jefferson County Homeland Security and Emergency Management.
5. Participation in the Jefferson County Local Emergency Planning Committee and their activities.
6. Other duties as assigned by the Director of Jefferson County Homeland Security and Emergency Management.
7. Must be available 24/7/365 in case of emergency, and be available for daytime, evening, overnight, and/or weekend assignments, and travel to attending meetings and conferences.

### **Recommended Minimum Qualifications:**

**Education and Experience:** Bachelor's degree in emergency management plus 7-10 years' experience in emergency management; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

**Special Requirements:** Must reside in Jefferson County or the adjoining area. Must successfully complete annual training/certification requirements and NIMS requirements. Must successfully complete a background check. A valid driver's license is required for this position.

### **Knowledge, Abilities and Skills**

**Knowledge:** Emergency management and program management, common policies, practices and procedures of the department and office operations; laws and regulations pertinent to position functions. Working knowledge of computer databases, various software, programs, and the Internet in support of department operations.

**Abilities:** Ability to interact effectively and appropriately with the public and other personnel, perform multiple tasks and maintain confidential information.

**Skills:** Proficient personal computer skills, volunteer coordination, technical writing and communication skills. Outstanding interpersonal skills and attention to detail required.

### **Physical and Mental Requirements**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions. Work requires moderate intermittent physical strength and effort daily.*

**Physical Demands:** Work requires some agility and physical strength, such as moving in or about debris/construction sites or over rough terrain, or standing or walking most of the work period. Driving in adverse weather and troublesome road conditions may be required.

**Motor Skills:** Duties may involve a high degree of intense mental concentration together with hand and eye coordination and visual attention for long periods in performing activities such as the operation or routine maintenance of a Class A Vehicle.

**Visual Demands:** Visual demands include constantly reading documents and maps for general understanding and for analytical purposes.