

## **Recruitment Announcement**

### **Jefferson County 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, Grade IV, Step A position that pays \$40,996 annually, w/benefits

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

Barbara J. Miller, CEM, CFM, 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 3-5 years of Emergency Management planning and program management experience, along with the required knowledge, skills, abilities and dynamic attitude 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. The employee plans and carries out the regular work in accordance with standard practices and previous training, with substantial responsibility for determining the sequence and timing of action and substantial independence in planning and organizing the work activities, including determining the work methods. The employee is expected to solve, through experienced judgment, most problems of detail or unusual situations by adapting methods or interpreting instructions to resolve the particular problem. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor, but ordinarily the employee plans the work, lays it out and carries it through to completion independently. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements; the methods used in arriving at the end result are not usually reviewed in detail.

**Supervisory Responsibility:** Employee is not regularly required to supervise other employees, but will supervise 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. Employee will have to complete 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 adverse public relations, missed deadlines, monetary loss, legal repercussions, labor/material costs, personal injury, endanger others, and jeopardize programs.

**Judgment:** The work requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices and precedents which may be complex or conflicting, at times. Judgment is used in analyzing specific situations to determine appropriate actions. Employee is expected to weigh efficiency and relative priorities in conjunction with procedural concerns in decision making. Requires understanding, interpreting and applying federal, county and local regulations.

**Complexity:** Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact finding techniques; or determining the methods to accomplish the work.

**Work Environment:** The work environment involves everyday discomforts typical of offices. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. Field work is also required for this position.

**Nature and Purpose of Public Contact:** Relationships are constantly with co-workers, the public, groups and/or individuals such as civic leaders, peers from other organizations, representatives of professional organizations, and the news media. The employee serves as a spokesperson or recognized authority of the organization in matters of substance or considerable importance. The employee, on behalf of the department, communicates departmental practices, procedures, regulations or guidelines. May be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation.

**Occupational Risk:** Duties present occasional exposure to risk or stress. Minor injury could occur, however, through employee failure to properly follow safety precautions or procedures. Examples of injury include minor bruises from falls, minor cuts or burns, or minor muscular strains from lifting, pushing or carrying heavy equipment or work materials. Special safety precautions, training, or protective clothing such as gowns, coats, gloves, glasses, hats or boots may be required.

**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 JCHSEM 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 volunteer 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 attend meetings and conferences.

#### Recommended Minimum Qualifications:

**Education and Experience:** The ideal candidate will have a Bachelor's Degree (preferred) in Emergency Management plus 3-5 years of Emergency Management planning and program management experience, along with the required knowledge, skills, abilities and dynamic attitude to perform the essential functions of the job.

**Special Requirements:** Must reside in Jefferson County or an adjoining county. 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, planning 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 this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

**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:** Essential functions involve close hand and eye coordination and physical dexterity. Manipulation and motor control under conditions which may require extreme accuracy may be critical. The manual skills required are comparable to those which might be needed in making repairs to delicate electronic instruments or complex equipment, conducting laboratory tests, performing microscopic experiments, administering injections, firing a gun, operating marine vessels, or operating Class B vehicles or safety vehicles.

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