

Recruitment Announcement

Jefferson County Homeland Security and Emergency Management

(A Department of the Jefferson County Commission)

is accepting resumes for the position of

Director of Homeland Security and Emergency Management

This is a Full Time, Salary Exempt Position

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.

The ideal candidate will have a Bachelor's Degree (preferred) in Emergency Management with 7-10 years of related work experience; 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. Must possess a valid driver's license, successfully complete annual state and federal training/certification requirements and training in Emergency Management.

Must have knowledge of all phases of emergency management, including preparedness, planning, response, recovery, and mitigation; strong management, organizational and people skills. Must complete required continued training under FEMA's Emergency management Institute courses and required courses by WV Department of Homeland Security and Emergency Management and WV Department of Military Affairs and Public Safety.

Statement of Duties: The Director is responsible for coordinating all phases of emergency management. This includes mitigation, response, recovery, planning, and preparedness. Responsible for the Emergency Operations Plan, operations of the County's Emergency Operations Center, adhering to Section 15, Article 5 of the WV State Code, all budgetary matters including grant writing, project

management and reporting for the Department, supervision of staff and volunteers. Please also see attached job description and stated code. The Director also acts in the capacity of Community Rating System of the National Flood Insurance Program Coordinator for the County. As such, she must coordinate other department's work to include Engineering, GIS, as well as Homeland Security and Emergency Management to accomplish the goals of the system. She is the NIMS (National Incident Management System) coordinator for the County Government, and she is the COOP (Continuity of Operations Plan) Coordinator, as well.

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 PII 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.

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. Develops and administers budget for the Homeland Security and Emergency Management function, including forecasting and spending justifications and adjustments, as necessary.
2. Researches, writes, and serves as the project manager for grants to supplement the JCHSEM budget.
3. Coordinates with the Maintenance Director, WV Department of Highways, the National Weather Service to make recommendations to the County Administrator/County Commission about canceling or beginning late, County Government activities, due to inclement weather.
4. Directs staff and volunteers, as necessary.
5. In conjunction with the Jefferson County Local Emergency Planning Committee, develops and maintains the County's Emergency Operation Plan.
6. Establishes and maintains the County Emergency Operations Center. In time of emergency, activates Emergency Operations Center and coordinates local operations based upon guidance and direction from executive authority.
7. Addresses community groups, public officials, public agencies, industry, media and others on topics of Homeland Security and Emergency Management to advance the goals of the Department and the County.
8. In conjunction with the Risk Assessment and Mitigation Planning Committee, develops mitigation strategies to identify and reduce risks and eliminate hazards.
9. Notifies emergency management officials in other counties and WV Homeland Security and Emergency Management when a local emergency requires State Assistance or when the situation requires the attention of the Governor, major news organizations, etc.
10. Acts as County Government's NIMS Coordinator.
11. Serves as the County's Continuity of Operations Coordinator.
12. Serves as the County's Community Rating System of the National Flood Insurance Program Coordinator.

13. Develops mutual aid agreements for Emergency Management, per the authority of Jefferson County Commission.
14. Makes provisions for and/or coordinates appropriate training for emergency management personnel in NIMS and other training opportunities.
15. Participates in exercises to test, evaluate and update emergency plans for the County.
16. Develops a working relationship with volunteer agencies capable of supporting emergency management.
17. Reviews all known information about an emergency or disaster situation to determine an appropriate evacuation response.
18. Attends training courses, continuing education courses, and meetings on Homeland Security and Emergency Management related issues to meet requirements and ensure compliance, and to remain current on issues related to Homeland Security and Emergency Management.
19. Develops an alternate Emergency Operations Center Site(s) (either fixed or mobile) to serve as a backup if the primary Emergency Operations Center or agency/department site is not able to function.
20. Authorizes activation of the warning procedures such as press releases and the activation of the Emergency Alert System (EAS).
21. Requests capability for door-to-door warning as necessary.
22. Develops, in conjunction with the LEPC, as Hazard Vulnerability Analysis and Commodity Flow Study for the jurisdiction pertaining to hazardous materials transportation, storage and/or production.
23. Member of the Jefferson County Local Emergency Planning Committee as required by SARA Title III (federal regulations).

Recommended Minimum Qualifications:

Education and Experience: Bachelor's degree with 7-10 years of related work experience; 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. Must possess a valid driver's license, successfully complete annual state and federal training/certification requirements and training in Emergency Management. Knowledge of all phases of emergency management, including preparedness, planning, response, recovery, and mitigation. Strong management, organizational and people skills. Continued training under FEMA's Emergency management Institute courses and required courses by WV Department of Homeland Security and Emergency Management and WV Department of Military Affairs and Public Safety.

Knowledge, Abilities and Skill

Knowledge: Local, state and federal Emergency Management Regulations and procedures, accounting and financial systems, workforce issues, communications, common policies, practices and procedures of the department and office operations. Working knowledge of the Internet in support of department operations. In addition to the degree and work experience, the director should possess the C.E.M. (Certified Emergency manager) through the International Association of Emergency Managers; their C.F. M. (Certified Floodplain Manager) through the Association of State Floodplain Managers, and WV Emergency Manager Certification, Level 3, through the WV Emergency Management Council.