

**Laurens County Job Description for  
Emergency Management Coordinator**

**FLSA: Non-Exempt**

**GRADE: 116**

**PAY: \$22.37**

**GENERAL STATEMENT OF JOB**

Our mission is to minimize loss of life and property from disasters, whether man-made or natural, through preparing for, responding to, recovering from, and mitigating against future occurrences.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

Assess risks, implement and evaluate plans and reports, and organize exercises to challenge the county plans, including EOP, REP, HAZARD MITIGATION, COOP, etc.

Will serve as the County Radiological Officer per the County REP Plan.

Must have the physical and mental ability to respond to any incident.

Carry out any needed lifesaving operations as needed.

Operate within the incident command structure as needed in large-scale incidents and Hazardous Materials Incidents.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM  
ESSENTIAL JOB FUNCTIONS**

**EDUCATION AND EXPERIENCE:**

High school diploma or GED; four years of college or six years of experience and or equivalent training; or equivalent combination of education and experience.

**COMPUTER SKILLS:**

Shall be proficient in using Microsoft Excel, Word, Outlook, and Power Point. Be familiar with Microsoft TEAMS, Webex, Zoom etc.

Within 6 months of hire become familiar with SCEMD Palmetto Portal

### **MATHEMATICAL SKILLS:**

Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, area, circumference and volume, ability concepts of basic algebra and geometry.

### **REASONING ABILITY:**

Ability to define problems, collect data, establish facts, and draw valid conclusions.

### **LANGUAGE SKILLS:**

Ability to read, write and interpret journals, financial reports, and legal documents; ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of our business community.

### **CERTIFICATES, LICENSES:**

Within 1 year of hire date obtain the following: NIMS ICS 100,200,300,400,700,800, CPR/AED/ (Basic First aid minimum) Prefer BLS Instructor, NARCAN, Stop the Bleed, Radiological worker training, Hazardous Materials Technician with Specialties in Chlorine and Anhydrous Ammonia preferred. Complete Damage Assessment training and a Disaster Assistance Workshop and various IS courses as required by LEMPG.

Should strive towards SC CEM (Certified Emergency Manager) within 3 years.

### **PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is frequently required to sit, stand, walk; use arms, hands, or fingers to feel or reach. The employee will also have the ability to see, hear and talk. The employee is occasionally required to climb or balance and stoop, kneel or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and or move up to 50 pounds.

### **WORK ENVIRONMENT:**

The employee may be required to work in heat, cold, wind, rain, snow, ice, sunshine. The environment may be loud or quiet.

Must be able to perform all duties under adverse and challenging conditions such as loss of life, injuries, mass causality or mass fatality incidents.

**SCHEDULE:**

The position is full-time: 80 hours per pay period. During activations, the EOC is staffed 24 hours a day, utilizing 12-hour shifts 7 days a week until the activation is complete. The job may require hours outside of the normal scheduled time.

The duties listed above are intended only as an illustration of the various types 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 to, related to, or a logical assignment to the position.

The job description does not constitute an agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**\*\*This job posting will run until the position is filled.\*\***