

County EM Director

Job Details

Job Type

Full-time

Laurens, SC

Description

Employees of the County of Laurens and applicants for employment shall be afforded equal opportunity in all aspects of employment without regard to race, color, religion, political affiliation, national origin, disability, marital status, gender, sexual orientation, or age. Laurens County is an equal opportunity employer.

Primary Purpose: Under the direction of the County Administrator, the purpose of this classification is to manage and create the framework within Laurens County to reduce vulnerability to threats/hazards and cope with disasters.

Supervision Received: Works under the direct supervision of the County Administrator.

Duties/Responsibilities: The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned. The primary duties are as follows:

1. Manages, directs, and evaluates assigned staff; oversees employee work schedules to ensure adequate coverage and control; reviews timesheets; approves/processes employee concerns and problems; counsels or disciplines as appropriate; conducts interviews and makes hiring and termination decisions.
2. Plans, organizes, and manages the day-to-day operational functions of the emergency management agency to provide effective and timely emergency services County-wide; plans, develops, and directs department programs, services, and resources; formulates short and long-range plans, goals, and objectives; develops and implements policies, procedures, and standards; and directs the implementation of programs and services through subordinate supervisors and staff.
3. Monitors and evaluates department programs, services, and operations; assesses department effectiveness and performance; manages quality assurance and quality improvement initiatives; and identifies and implements changes to maximize the use of resources and achieve goals and objectives.
4. Prepares and/or reviews operational and statistical reports; presents proposals and recommendations regarding department services and needs; serves as a member of varying

task forces (SORT, HAZMAT), committees, and management and planning teams; and represents the department to other County, State and Federal agencies and officials.

5. Coordinates with public safety agencies, or other officials to review and enhance operations/activities; reviews/resolves problems, receives advice/direction, and provides recommendations.
6. Manages department financial resources; develops and implements departmental budget, including establishing priorities for capital and material requirements; monitors expenditures to ensure compliance with approved budget; and reviews and approves payroll, bills, invoices, purchase orders, contracts, and other financial documents.
7. Supervises volunteer staff and coordinates Emergency Operation Center (EOC) activities during emergency periods and EOC activation; Prepares plans for developing effective countywide responses to emergencies; Develops, maintains, revises, and distributes a County ALL Hazards Emergency Operation Plan (EOP); Schedules, plans, conducts, and evaluates exercises testing the effectiveness of jurisdictional plans.
8. Prepare and assist with the reporting/audits for the Local Emergency Management Preparedness Grant (LEMPG), any and all Supplemental Grants, as well as any grants that become readily available to apply for.
9. Coordinate all large-scale emergencies with (Region 2) Regional Emergency Managers (REM)s, as well as monthly/quarterly Site Assistance Visits (SAV)s per South Carolina Emergency Management Association (SCEMA) requirements.
10. Ability to be flexible during uncertain situations and remain steadfast in your duties of mitigating, preparing, responding, and recovering from emergencies within Laurens County and our mutual aid partners.

Requirements

Education and Experience:

Bachelor's degree in Emergency Management, Public Administration, Homeland Security, or a related field. **OR** 6+ years of Emergency Management field experience. Military experience is highly encouraged to apply.

Certification or License: Must possess or be willing to complete within 3 years of hiring: HazMat Technician/ops certification, South Carolina Certified Emergency Manager (SCCEM) certificate, SCEMA membership & annual conference attendance.