

Wells County, North Dakota

KTLL Building
Office of Emergency Management
700 Railway ST N 114
Fessenden, ND 58438
(701) 547-2537

Job Description

Job Title: Emergency Manager/Flood Plain Administrator	Job Status: Full-Time
Department: Emergency Management	FLSA Status: Exempt
Reports To: Board of County Commission	Effective Date: October 2019

❖ Nature of Work:

As an appointed official, Emergency Manager is responsible for managing and directing the administration of the County Emergency Management program as cited in North Dakota Century Code 37-17.1-07 and outlined in North Dakota Department of Emergency Services of Roles and Responsibilities of North Dakota Emergency Managers; to support and assure state of readiness of the emergency operations center. The purpose of the emergency management program is to develop and maintain a comprehensive integrated system to respond to, and recover from, known and unforeseen hazards or situations caused by an act of nature or man. Flood plain administrative duties consist of coordination with other counties and department heads to manage all aspects of the permitting process and flood insurance rate maps.

❖ Essential Functions of Work: (Primary) (Secondary) (Tertiary)

- **Disaster Response and Recovery**
 - Track and report through WebEOC jurisdictional disaster damages to NDDDES through WebEOC to determine if required threshold is met to request a formal, Preliminary Damage Assessment (PDA).
 - Coordinate and assist with PDAs.
 - Submit and maintain an approvable local Multi-Hazard Mitigation Plan.
 - Develop and maintain a Disaster Recovery Plan.
 - Assist and participate in applicant briefings after a presidential disaster declaration.
 - Ensure the jurisdiction designates an applicant who will:
 - Submit reimbursement requests with invoice and proof of payment.
 - Submit quarterly financial progress reports.
 - Maintains disaster documentation files as prescribed by record retention rules.
- **Follow Local Emergency Operations Plan (LEOP)**
 - Responsible for incorporation of the National Incident Management System (NIMS); including Incident Command System (ICS) and other state/federal mandates.
 - Responsible for compliance with Comprehensive Planning Guidance (CPG) 101.
 - Develop, review, and update the LEOP on an annual basis:
 - Ensure all threats and hazards are addressed in the plan.
 - Identify available resources to include local, private, voluntary, and mutual aid.
 - Conduct a resource gap analysis.

- Conduct planning meetings with agencies identified in the plan to review and identify roles and responsibilities.
 - Ensure the plan incorporates sheltering, evacuation, mass care, vulnerable populations, public information, resource management, ICS structure and position-specific checklists, Emergency Operations Center (EOC) management, hazard-specific operational checklists and other documents based on identified jurisdictional hazards.
 - Develop and maintain mutual aid agreements.
- **Operations**
 - Designate and train a backup who can act in the emergency manager's absence.
 - Conduct a thorough initial assessment, to include potential resource needs, and immediately notify the NDDDES Duty officer when an emergency/disaster event is imminent, occurring, or has happened. Ensure appropriate local agencies and jurisdictions have been notified and briefed.
 - Submit timely initial, periodic, and close-out situation reports to NDDDES via WebEOC.
 - Coordinate with local officials to issue emergency/disaster declarations.
 - In coordination with the Incident/Unified Command and local EOC:
 - Assist with the identification and procurement of local, private, voluntary, and mutual aid resources as necessary.
 - Coordinate state and federal assistance through NDDDES when local, private, mutual aid, and voluntary resources are exhausted.
- **EOC/Resource Management**
 - Activate and ensure management of the EOC as necessary.
 - Develop and maintain a comprehensive list of local, private, and mutual aid resources.
 - Facilitate development of an EOC incident objectives and subsequent level of EOC action planning as necessary.
- **Homeland Security Grant Program**
 - Distribute grant opportunities to local agencies and jurisdictions. This responsibility must:
 - Submit application outlining proposed scope of work.
 - Submit quarterly progress reports on approved grant projects.
 - Submit reimbursement requests including proper supporting documentation.
 - Maintain and retain grant records.
 - Track and maintain equipment inventory lists of equipment purchased with grant funds.
 - Participate in grant monitoring visits.
 - Provide information for homeland security data calls.
- **Emergency Management Performance Grant (EMPG)**
 - Submit application to include a budget and work plan that outlines how their jurisdiction will sustain and enhance the program.
 - Complete the work described in the work plan.
 - Submit quarterly progress reports on the status of completed work described in the work plan.
 - Submit reimbursement requests, including proper supporting documentation.
 - Maintain and retain grant records.
 - Track and maintain equipment inventory lists of equipment purchased with grant funds.
 - Participate in grant monitoring visits.
 - Submit a 3-year training and exercise plan for the jurisdiction

- Complete the EMPG minimum training and exercise requirements for emergency managers.
 - Participate in annual Emergency Management Association/NDDDES conference.
 - Track and maintain local training and exercise records, provide data to NDDDES as part of progress reports.
 - Conduct or participate in a minimum of three exercises yearly.
 - Coordinate after action reviews and improvement plan development following and exercise or real world event and submit to NDDDES
- **Local Emergency Planning Committee**
 - Under the Emergency Planning and Community Right-to-know Act (EPCRA), Local Emergency Planning Committees (LEPCs) must develop an emergency response plan and review the plan annually. It is suggested meetings be scheduled at least two times a year; however, quarterly is recommended.
 - Serve on the LEPC as determined by the commission as a member. Possible duties may include:
 - Recruit, train, and maintain LEPC membership representation from a cross-section of the community as directed by the commission.
 - Provide public information regarding topics such as – meeting announcements, LEPC membership, plan/emergency notification procedures, EPA fact sheets, EPCRA and farmers, and EPCRA updates.
 - Publish annually the location where the public can review documentation.
 - Review and maintain Tier II facility information and response plans.
 - Keep minutes and records of all actions.
 - Ensure a non-lapsing, restricted financial account – County Hazardous Chemicals Preparedness and Response account is established.
 - Be knowledgeable about EPCRA and hazardous material programs.
 - Conduct Tier II site assistance visits, as requested, and review facility emergency response plans.
- **Emergency Public Information**
 - Ensure the LEOP addressed public information to include identification of Public Information Officer(s) and their duties, and establishment of a Joint Information Center (JIC)/Joint Information System (JIS).
 - Conduct public awareness campaigns to include: severe winter weather, severe summer weather, specific hazards (as deemed appropriate) and participate in National Preparedness Month.
- **Multi-Hazard Mitigation Plan**
 - Develop and maintain a multi-hazard mitigation plan.
- **Threat and Hazard Identification and Risk Assessment (THIRA)**
 - Facilitate meetings with whole community partners to:
 - Identify threats and hazards of concern.
 - Give threats and hazards context (describe).
 - Establish capability targets.
 - Determine resources needed to reach capability target (gap analysis).
- **Essential Functions of Work for Flood Plain Administrator**
 - Issue all county floodplain development permit applications.
 - Conduct site inspections of all structures involved in the floodplain permitting process.
 - Organize and review all flood insurance rate maps.

- Perform other duties with similar skill, responsibilities and work conditions, pertaining to the Office of Emergency Management, as required or assigned.

❖ **Requirements of Work:**

- Ability to create a positive work atmosphere by communicating and maintaining a professional manner and a team-like environment with County Officials and other employees, and members of the public.
- Ability to work irregular schedules and in high stress situations.
- Ability to communicate effectively, in both verbal and written forms, and have strong public relations skills.
- Ability to perform light physical work and carry up to 20 pounds; the ability to stand, walk, sit, bend, twist, kneel, and reach; the possession of hand/eye coordination to operate a work computer and traditional office equipment; the ability to talk and hear in person or by telephone; and the ability to see and read instructions and reports.
- Ability to travel and be exposed to extremes of weather when going on location to attend meetings or tend to Emergency Management related duties.
- Ability to apply appropriate guidelines, either specific or general, to appropriate duty.

❖ **Desired Minimum Training and Experience:**

- High School diploma or GED equivalent.
- Preference given to 4 years of work experience, or Bachelor of Science degree, in emergency management, education, public or business administration, operational planning, or research.

❖ **Necessary Special Qualifications**

- Upon hiring, individual must complete the standard FEMA Independent Study courses that are required through the EMPG Grant within the state time-frame.

❖ **Clarification Clause:**

This job description is not intended and should not be construed to be a complete list of all skills, duties, responsibilities, or working conditions associated with the job. It is intended to be a reasonable outline of those principle job elements essential in maintaining Emergency Management related positions. The job description does not constitute an employment contract or an employment agreement. The employment is an employee “at will” under ND law and may be hired or fired at the discretion of the Board of County Commission. Employee is expected to read and follow the Wells County Employee Policy Manual. The County reserves the right to modify job descriptions at any time.

Wells County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the county will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.