

Sierra County 2016-001

Position Title: Emergency Services Administrator

Department: Administration Department

Overtime Compensation: See Sierra County Personnel Policy, Ordinance No. 09-006

Holiday Pay: See Sierra County Personnel Policy, Ordinance No. 09-009

Probationary Period: Employee must complete 9 (nine) month period with satisfactory evaluation.

F.L.S.A.: Regular full-time position **Exempt.** Subject to Sierra County Personnel Policy Ordinance No. 09-006

Reports to: County Manager

Job Summary: Under the supervision of the County Manager, position is responsible for managing, directing and coordinating County emergency services, including fire, EMS and emergency management, affirming a practical state of readiness. Responsibilities include budgeting, procurement and managing volunteers and related activities, and performs a variety of administrative and professional tasks in support of assigned area of responsibility.

Essential Duties and Responsibilities:

The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.

1. Develop and maintain the County's emergency services state of readiness and advise County leadership during critical events.
2. Lead, direct, mentor, and counsel local fire/EMS departments in a manner that promotes best practices; improve respective department's classifications.
3. Recommend and assist in the development and implementation of emergency services goals, objectives, policies, and procedures.
4. Develop, conduct or coordinate emergency services training sessions.
5. Develop relations with internal and external organizations including city, county, state, federal, and nonprofit, assuring cooperation and collaboration during emergencies.
6. Monitor County fire/EMS operations and recommend improvements, as necessary.
7. Monitor program compliance with laws, rules and regulations related to provisions of fire, EMS and emergency management requirements and best practices.
8. Prepare and present staff reports to County Commission and various committees and organizations; make public presentations as necessary.

9. Develop and oversee the County's emergency operations center; evaluate regular and emergency communication systems; make recommendations as appropriate.
10. Maintain records and develop reports concerning new or ongoing programs and program effectiveness; maintain records for disaster relief programs; maintain and file emergency service's reports; prepare statistical reports as required.
11. Prepare special and recurring reports, budgets, grants, proposals, and contracts.
12. Oversee the department and fire/EMS department's budgets; control and approve expenditure of funds.
13. Work with and coordinate departments and community organizations in developing emergency plans and capabilities.
14. Identify opportunities for improving service delivery methods and procedures; identify resource needs; review with appropriate management staff.
15. Serve as the County's emergency services subject matter expert; coordinate all activities with appropriate organizations.
16. Responds to emergency service calls as necessary.
17. Maintain awareness of new developments in the field of emergency services; incorporate new developments into programs as appropriate.
18. Perform other duties as required.

Minimum Qualifications:

Preference will be given to any applicant with combination of education and experience totaling 6 (six) years in Fire/Ems and emergency preparedness or related field and minimum of 1(one) year experience in County Government. Preference will be given to applicants with ISO experience. Preference will be given to an applicant with a Bachelor's Degree. Must possess a valid New Mexico driver's license. Must possess or be capable of obtaining required state and federal certifications. Knowledge of Federal, State, and Local policies and regulations relating to fire/ems and emergency management. Must have the ability to analyze data, develop and compose comprehensive reports as required. Must have the ability to communicate effectively in written and oral English. Good skills in effective communication and interpersonal relations. The ability to communicate in Spanish will receive preferential consideration, to perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Education and/or Experience:

Must have:

1. High school diploma or GED
2. Intermediate computer skills.
3. Valid New Mexico driver's license

Must have knowledge of:

4. Basic business office practices Must have ability to:
5. Communicate effectively with others.
6. Develop and implement programs pertaining to flood control
7. Analyze and evaluate information accurately, and express ideas clearly when providing oral and written reports and recommendations.
8. Must be able to speak before groups.
9. Use initiative and judgment to work independently while recognizing matters which require the awareness or involvement of management.
10. Interpret and apply complex law, regulations, policies and guidelines.
11. Establish and maintain effective and cooperative relationships with others.
12. Acquire basic knowledge of: terrain management, Hydrology, flood control structures.

Physical Demands:

The physical demand 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 essential functions.

While performing the duties of this job, the employee is required to talk and hear, sit and climb stairs and alternate among the above mobility factors throughout the day. The employee frequently is required to use hands to finger, hand, feel objects, tools or controls, and reach with hands and arms. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.

Work Environment:

Performs essential duties both indoors and outdoors in varying proportions. Work indoors is under temperature controlled conditions. Primary work surface indoors is carpeted floors. Outdoor work is subject to extreme hot or cold temperatures as well as wet or dry conditions. Outdoor work is in a variety of terrain. May have to walk long distances, climb hills, and in and around canyons and arroyos. Will have to cross barbed wire and other fences. May be exposed to livestock and a variety of wild animals.

May have to work long hours during emergency situations.

The noise level in the construction work environment is moderate to loud. During site inspections, employee is exposed to exhaust fumes and dust from heavy equipment operations.

Note: This job description has been designed to indicate the general nature and level of work performed by employees within this job. It is not to contain or be interpreted as a comprehensive inventory of all duties and responsibilities required of the designated employee.

Equipment, Tools and Materials:

In performing the essential duties, the following is a list of items needed in job performance:

Maps, copier, vehicle, fax machine, telephone, computer, typewriter, general office supplies and equipment, overhead projects, word processing software, presentation software, accounting software, and adding machine.

The administration office clerk can be utilized for general typing and filing and other assistance as needed by this position. Any job performance outside the scope of the office clerk should have prior authorization by the County Manager.

Mental Functions:

1. Must be able to use independent judgement in various situation and recommend appropriate action,
2. Must be able to set priorities and organize assigned tasks.
3. Must be able to write reports, summaries, correspondence, and other documents in proper format, using correct spelling, punctuation, and grammar.
4. Must be able to research and analyze data, to apply policies and procedures and to present conclusions effectively in oral and written form to senior staff, the County Commissioners, and the general public.
5. Must be able to work effectively with the public. Must have great communication skills and diplomacy in handling issues that affect the public. Must be able to change position on any issue when presented with an alternative that offers a better situation.

Employee: _____
Date

Human Resource Director: _____
Date