

# CARBON COUNTY MONTANA

## JOB DESCRIPTION FORM

Job Title: Disaster and Emergency Services Coordinator

Department: Disaster and Emergency Services

Reports To: Commissioners

Revised    New                       Regular    Temporary                       Non-Union    Union

Full-Time    Part-Time                      Hours per week: 40                       Nonexempt    Exempt

Reason for opening:

Prepared By: Commissioners

Date: 7/21/2020

I.	<b>PURPOSE OF THE JOB</b> (What are the end results or objectives of this position? Why does the job exist? What are the primary responsibilities?)
	To mitigate, prepare for, respond to, and recover from emergencies and disasters in Carbon County as well as maintain and enhance the public safety communication system for the County.
II.	<b>ESSENTIAL FUNCTIONS</b> (What activities are required for the position to exist? Estimate the percentage of time spent in each.)
	Facilitate the preparation, maintenance, revision and implementation of the County's emergency plans including the Emergency Operations Plan (EOP), Multi-Hazard Mitigation Plan, Community Wildlife Protection Plan and Training & Exercise Plan, Continuity of Government/Operations Plan.
	Respond appropriately to emergencies and disasters in Carbon County including assisting Commissioners with disaster declarations and acting as Incident Command (IC) for County Disasters; fire IC should be coordinated with County Fire Warden.
	Coordinate with Communications contractors for the maintenance of the County Radio System.
	Maintain County resource list including fire apparatus, ambulances and other emergency response vehicles/equipment
	Respond to emergencies and disasters.
	Assist with Public Health emergencies when needed.
	Write grant applications and administer grants, including procurement of goods and services, related to emergency preparedness, response, recovery, public safety communications and 911.
	Fulfill obligations of the annual Emergency Management Performance Grant (EMPG)

including quarterly reports, TEP (Training & Exercise Program) updates, State DES meeting attendance, THIRA/NIMS/SPR surveys and LEPC annual reports.

Coordinate and assist in the development of training and exercises for emergency responders and County employees.

Monitor current weather, flooding and fire situations that may impact the County.

Prepare agendas and coordinate monthly LEPC meetings.

Develop and maintain mutual aid agreements with local, State and Federal departments/agencies.

Serve as liaison between local, state, and federal agencies during emergencies and disasters.

Assist in the development of public awareness programs related to emergency/disaster preparedness.

Manage CodeRED/IPAWS system and accounts.

Manage lamResponding system and accounts.

Manage CarbonAlert Webpage and social media accounts.

Attend required meetings, training seminars and conferences related to DES.

Document damages to County infrastructure during disasters and help prepare materials needed for FEMA Public Assistance program.

Maintain an emergency facility list for County (e.g., people/animal shelters, points of dispensing, volunteer reception centers, etc.).

Assist with public education program to promote emergency preparedness and encourage enrollment into the County's emergency notification system.

Work closely with County Fire Warden to prepare for and respond to wildland fires.

Facilitate the preparation, maintenance, and distribution of Emergency Operations Plans including the Continuity of Government Annex.

Coordinate and assist in the development of disaster and emergency NIMSICS training and exercises. Maintain detailed records and prepare correspondence and periodic reports.

Coordinate DES duties with other emergency services providers in Carbon County including LEPC, Fire Warden, Fire Council, EMS Directors, and Law Enforcement.

Maintain the public safety radio system and manage radio frequency licenses in coordination with the Sheriff.

Plan for and manage capital improvements and upgrades to the County's communication

system (including all radio repeaters) in coordination with the Board of Commissioners and the Sheriff.

**III. OTHER DUTIES AND RESPONSIBILITIES** (Responsibilities/important duties performed occasionally or in addition to the essential functions of the position.)

Monitor Federal and State Surplus programs and assist in securing surplus equipment. Must be willing to adjust work hours to meet operational demands and respond on a 24-hour basis to assist and advise in emergency situations.

Review and participate in the update of the Emergency Action Plans for Cooney, Glacier Lake and the Bridger Creek Detention Dams.

Prepare and manage appropriate budgets including the 911 budget which requires coordination with the Sheriff.

As directed by Carbon County Commissioners, serve as Public Information Officer for the County.

Prepare reports and attend Board of Health meetings.

Assist with the planning, setup and operation of disaster facilities when needed.

**IV. KNOWLEDGE AND SKILLS** (For each, indicate whether it is required, preferred, or desirable. Include licenses and certificates.)

Required:

Education and experience equivalent to a bachelor's degree with course work in public administration, emergency management, public safety or a related field of work, and three (3) years of progressively responsible experience in a staff role in a public agency or business in work associated with disaster and emergency activities such as program planning, project management facilities/infrastructure management, or related field. Equivalencies may include an associate's degree in a related field and five (5) years' experience, or a high school diploma and seven (7) years directly related training and experience.

Knowledge in developing emergency preparedness and operation plans.

Experience with grant writing and administration.

Knowledge in the National Incident Management System (NIMS) and Incident Command System (ICS)

Knowledge in Emergency Operation Center (EOC) operation and functions.

Knowledge of VHF and Simulcast Repeater communication systems preferred.

Knowledge of applicable local, state and federal laws and regulations.

Must be proficient at operating computers and office applications

Must possess a current valid Montana driver's license.

Must be physically fit to perform job duties.

Must be self-motivated and able to work without direct supervision.

Must have the ability to work well with the public and have good public relations skills.

Must be able to maintain confidentiality.

Must possess strong communication skills including the ability to communicate by telephone or radio with the dispatcher and the public.

Must be dependable, trustworthy and responsible.  
 Must possess common sense and the ability to remain calm in stressful situations.

Preferred:

Knowledge in the use of GPS and GIS  
 FEMA or NWCG ICS qualifications  
 Experience as a Public Information or Liaison Officer

**V. FISCAL RESPONSIBILITY** (Budgeting responsibilities, approval privileges on purchase orders and check requests, reporting and auditing functions.)

Prepare annual budget for DES. Work with the Sheriff in the preparation of the Public Safety Communications and 911 annual budget.

**VI. EXTENT OF PUBLIC CONTACT** (Within and outside the company)

Extensive contact with the public and other agencies.

**VII. WORKING CONDITIONS AND ENVIRONMENT** (Necessary travel, unusual work hours, unusual environmental conditions, etc.)

Requires travel to meetings and site visits. May require overtime. Work involves both office and field work.

Work indoors/outdoors under adverse, stressful conditions with possible exposure to hazardous materials.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception, the ability to adjust focus, and be free from color blindness.

Required to carry a cell phone and is subject to recall at anytime during an emergency and may be required to work long hours without normal days off.

Must be able to travel in assigned vehicle to emergency scenes, meetings or public events in order to complete office assignments.

**VIII. PHYSICAL REQUIREMENTS TO PERFORM THE ESSENTIAL FUNCTIONS**  
 (The essential duties of this position involve the following level of physical activity)

Physical Activity	Definition	Check one that best describes the frequency			
		Never	Occasionally	Frequently	Continually
Repetitive Motion	Repeating movements of arms, hands, wrists	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Talking	Express or exchange ideas verbally	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hearing	Perceive sound by ear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Seeing	Obtain impressions through the eye	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Activity Level	Definition	Check One
Sedentary	Occasionally lifting/carrying up to 10 pounds or pushing/pulling small objects Sits most of the time Infrequent to occasional walking or standing	<input type="checkbox"/>
Light	Frequently lifting, carrying, pushing or pulling up to 10 pounds <i>and/or</i> occasionally lifting, carrying, pushing or pulling up to 20 pounds Frequent walking or standing or sitting most of the time and using arms or legs to push/pull	<input type="checkbox"/>
Medium	Occasionally lifting, carrying, pushing or pulling 20-50 pounds <i>and/or</i> frequently lifting, carrying, pushing or pulling 10-20 pounds <i>and/or</i> continuous lifting, carrying, pushing or pulling up to 10 pounds Occasional to frequent walking or standing	<input type="checkbox"/>
Heavy	Occasionally lifting, carrying, pushing or pulling 50-100 pounds <i>and/or</i> frequently lifting, carrying, pushing or pulling 20-50 pounds <i>and/or</i> continuous lifting, carrying, pushing or pulling 10-20 pounds Occasional to frequent walking or standing	<input checked="" type="checkbox"/>
Very Heavy	Occasionally lifting, carrying, pushing or pulling 100+ pounds <i>and/or</i> frequently lifting, carrying, pushing or pulling 50+ pounds <i>and/or</i> continuous lifting, carrying, pushing or pulling 20+ pounds Occasional to frequent walking or standing	<input type="checkbox"/>
<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied   By: Commissioners   Date: 8/4/2020		
Comments:		