

LANCASTER COUNTY
EMERGENCY MANAGEMENT DEPUTY DIRECTOR

NATURE OF WORK

This position is responsible administrative, technical and complex public contact work assisting the Director of Emergency Management in planning, implementing, facilitating and coordinating various phases of the Emergency Management department as needed by the City and County, according to federal and state legislation and regulations. This is an unclassified position.

Work involves the responsibility for assisting in planning, implementing, facilitating and coordinating all phases of Emergency Management for the City and County according to federal and state legislation and regulations. Work includes establishing and coordinating procedures with other governmental agencies, community stakeholders and volunteer workers, as well as organizing citizen groups and technical advisory committees for assistance in disaster preparedness and emergency management planning and operations. An employee in this class works under the general direction of the Emergency Management Director with work being reviewed in the form of conferences, reports and adherence to federal and state guidelines. Supervision may be exercised over subordinate staff.

EXAMPLES OF WORK PERFORMED

Assists in the research, analysis and planning phases of a disaster preparedness and emergency management program; reviews operating procedures and coordinates these procedures with other governmental agencies, community stakeholders and volunteer groups; plans and directs preparedness drills and exercises; organizes citizen groups and technical advisory committees for assistance in disaster preparedness and emergency management planning and operations.

Promotes and facilitates adherence to and compliance with National Incident Management System (NIMS) and Incident Command System (ICS) requirements in Lancaster County.

Facilitates and supervises the transportation of survival equipment, foodstuffs and other necessary resources to and from shelter and impacted areas.

Under emergency conditions, assists in the coordination of City, County, State, Federal and private resources as may be available and needed to manage the situation.

Prepares and delivers public outreach and education materials and presentations; addresses civic, business and other interested organizations on matters related to domestic preparedness and emergency management services.

Plans and facilitates exercises with community stakeholders. Recruits, trains and assigns volunteer workers under the direction of the Emergency Management Director.

Performs the functions of the Emergency Management Director in the absence of the Director.

Performs other related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the principles and procedures of Emergency Management planning and operations according to federal and state regulations.

Knowledge of electronic communication systems, community health and safety services and related emergency service resources.

Knowledge of mass communication techniques.

Ability to plan, organize, implement and supervise complex research projects and operational policies.

Ability to communicate effectively both verbally and in writing.

Ability to establish and maintain effective working relationships with the general public, other governmental agencies and co-workers.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university with major coursework in emergency management, public safety, business administration, education or related field plus progressively responsible experience working in the various phases of an Emergency Management program as prescribed by federal and state legislation and regulations.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in emergency management, public safety, business administration, education or related field plus some experience in an administrative capacity involving program planning and implementation; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

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