

The Henry County Emergency Management/Department of Homeland Security (EMA) has an opening for an EMA Director. This position is considered part-time; exempt FLSA status; on-call 24/7, with a minimum of 20 hours per week; and pays an annual salary of \$16,240.00. There is no benefit package for this position.

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The job requirements listed in the attached job description are representative of the knowledge, skill, and/or ability required. Henry County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential function of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as the Director of the Emergency Management Department /Department of Homeland Security and is responsible for insuring that the County has a functional Emergency Operations Center, developing, administering, and maintaining multiple plans that include and are not limited to mitigation, preparedness, response, and recovery for natural and manmade incidents/emergencies and disasters.

Incumbent applies standardized practice to specific circumstances where desired results are clearly indicated, reporting unprecedented situations to EMAC as needed. Incumbent receives indirect supervision, with work periodically reviewed for compliance with department policies.

Interested applicants are asked to send a cover letter and resume, to include three (3) professional references, via email, on or prior to Friday, July 8, 2022, by 2:00 p.m. Please submit the requested documents to [CountyCommissioners@henrycounty.in.gov](mailto:CountyCommissioners@henrycounty.in.gov) on or prior to posted deadline.

*Henry County Government is an Equal Employment Opportunity Employer*

Attachment (1)



Assists in training responders and coordinating hazardous materials incident operations. May respond with Henry County Emergency Management Agency hazardous material equipment to assist agencies in the vent of a chemical release or emergency as requested.

Manages the District 6 training facility known as the “Henry County Emergency Services Training Center” including site planning, overseeing construction, usage, scheduling, and funding.

Coordinates and instructs emergency awareness drills/training programs as required by the Indiana Department of Homeland Security for local government, volunteers, and emergency service personnel.

Oversees inventory and maintenance of vehicles and equipment, including purchasing testing, and distributing equipment, scheduling and/or completing routine maintenance and minor repairs as needed, and ensuring maintenance of related records as required.

Attends Emergency Management Advisory Council (EMAC) meetings, preparing and presenting activity and budget reports as required.

Attends Local Emergency Planning Committee (LEPC) meetings participating in planning, training, and exercises as necessary in support of the Committee and Emergency Management directives.

Coordinates response and Emergency Operations Center (EOC) activities during general and declared emergencies, maintaining communication with news media, volunteers, emergency personnel, and local, state, and federal authorities. Coordinates field operations as required.

Prepares annual department budget and grant applications for state and federal funding, including reviewing current year and projecting costs, and working/discussing with emergency Management Advisory Council and County Council.

Attends annual training sessions as required by the Indiana Department of Homeland Security, FEMA, and others to maintain professional, grant, and education requirements are met.

Performs related duties as required/assigned.

## **I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:**

High school diploma or GED. Five years previous experience in public administration, emergency management, military service, law enforcement, fire service, emergency medical service, or equivalent combination of education and experience.

Possession of or ability to obtain possession of certified training at hazardous materials Operations Level or higher. Ability to successfully complete annual state training/certifications requirements. Ability to successfully complete the FEMA Professional Development Series within 6 months of employment.

Thorough knowledge of and ability to make partial application of local, state, and federal emergency management regulations, policies, and procedures during varied situations.

Ability to supervise and direct assigned personnel, including interviewing applicants, making hiring recommendations and taking proper actions necessary to terminate employees and volunteers, planning/making work assignments, providing training and corrective instruction, evaluating performance, and maintaining discipline.

Thorough knowledge of and ability to ensure proper maintenance of department equipment and vehicles.

Working knowledge of and ability to make practical application of county geography and streets/roads, weather patterns, disaster planning, hazardous materials information/incidents, natural disasters, and fire, police, and emergency medical services.

Ability to effectively communicate during routine and emergency situations with co-workers, volunteers, local, state, and federal emergency service personnel, law enforcement personnel, and members of the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Working knowledge of and ability to make practical application of budget and grant preparation and administration, and prepare report as required.

Ability to work rapidly for long periods, and work alone and with others in a team environment with minimum supervision.

Ability to plan and layout assigned work projects, work on several tasks at the same time, and complete assignments effectively amidst frequent distractions and interruptions.

Ability to serve on call and respond swiftly, rationally, and decisively to emergency situations from off-duty status.

Ability to regularly work extended, weekend, and/or evening hours, and occasionally travel out of town for meetings and training, sometimes overnight(s).

Possession of a valid driver's license and demonstrated safe driving record.

## **II. DIFFICULTY OF WORK**

Incumbent performs according to state and federal regulations and standard operating procedures, exercising performs duties which are somewhat restricted in scope, involving several variables and considerations. Incumbent exercises independent judgment in applying ordinances to individual cases.

## **II. RESPONSIBILITY:**

Incumbent applies standardized practice to specific circumstances where desired results are clearly indicated, reporting unprecedented situations to EMAC as needed. Incumbent receives indirect supervision, with work periodically reviewed for compliance with department policies.

## **III. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with a wide variety of individuals, including co-workers, volunteers, local, state, and federal emergency service personnel, law enforcement personnel, and members of the public, primarily for purposes of exchanging and explaining information, providing instruction, and coordinating emergency management activities.

Incumbent reports directly to Emergency Management Advisory Council.

## **IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a variety of settings, including a standard office environment, garage, outdoors, and in a medical setting which may involve sitting for long periods, sitting and walking at will, walking/standing for long, walking on uneven terrain, close vision, and hearing sounds/communication, handling/grasping/fingering objects. Emergency operating may occasionally involve crawling in confined areas or through small openings, climbing over obstacles, working in high places, pushing pulling/lifting/carrying objects weighing more than 50 pounds, crouching, kneeling, bending, reaching, far vision, depth perceptions, and periodic strenuous physical effort. Incumbent may be exposed to or in close proximity of inclement weather, downed trees and electrical lines, noise, toxic chemicals, fumes and fires, for which safety precautions must be followed at all times to avoid injury to self and others.

Incumbent serves on call for emergencies, regularly works extended, weekend, and/or evening hours, and occasionally travels out of town for meetings and training, sometimes overnight.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The job description for the position of Director for the Emergency Management/Department of Homeland Security describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?  
Yes\_\_\_\_\_ No\_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name Print/Type