



Richardson County

EMERGENCY MANAGEMENT AGENCY

BRIAN W. KIRKENDALL

Director

Job Description

Emergency Management Specialist II

Revised 1/2018

Description and Nature of Work

The Emergency Management Specialist II is an as-needed position. Mandatory annual training is required to maintain employment. Employees are responsible for assisting the Richardson County Emergency Management Agency in all aspects of emergency management as requested.

Disaster related work will be as requested by the Emergency Management Agency which may involve dangerous and/or hazardous locations and/or assignments. The primary role will be response activities in an emergency, and conducting recovery operations following a disaster according to federal and state legislation and regulations, within Richardson County and its cities and villages. Work may involve execution of considerable independent judgment in high stress situations where course of action is not always obvious. Some examples of work to be performed are:

- Assist in identification, response, and disaster operations for all types of events.
- Acts as member of the Richardson County Emergency Management Agency Response Team
- Keep the Emergency Management Agency fully informed on emergency management activities and/or events.
- Act as a member of the emergency operations center and/or an incident command post as requested.
- Ability to serve as an emergency radio dispatcher as requested.
- Under emergency conditions assist in the coordination of City, County, State, Federal and/or private resources which may or may not be available.
- Remain current with any present or future certification requirements for the Emergency Management Agency or its employees, by county, region, state, or federal government.
- Perform any other duties assigned and/or requested by the Emergency Management Director or the Richardson County Board of Commissioners.

Authority

The Richardson County Board of Commissioners and Emergency Management Director delegate authority to fulfill responsibilities of this position. These responsibilities are to be carried out in accordance with sound judgment and within the scope described in any existing operating or

administrative policies of the Agency. This position reports to the Director of Emergency Management and/or their designee.

Required Knowledge and Certifications:

- Valid driver's license.
- Valid CPR / First Aid Certification. (Within 6 Months of Hire)
- Remain current with all required trainings and certifications.
 - NOAA / NWS Storm Spotter
 - FEMA REP Training
 - FEMA IS-3, 29, 100, 200, 301, 700, 775, & 800
- Ability to establish and maintain effective working relationships with the public, other governmental agencies, officials, and co-workers.
- Capable of communicating with and coordinating between governmental and/or private entities.
- Ability to communicate effectively both orally and in writing.
- Ability to respond within reasonable time to an emergency or disaster situation at the request of the Emergency Management Agency.
- Be able to acquire and demonstrate knowledge of the principles and procedures of emergency management operations according to federal and state regulations.
- Be able to acquire and demonstrate knowledge of electronic communication systems, community public safety resources, and severe weather identification and policies.
- Previous and/or current experience working with a public safety agency, office, or department is encouraged.

Director of Emergency Management
Richardson County

Date