



Richardson County

EMERGENCY MANAGEMENT AGENCY
BRIAN W. KIRKENDALL
Director

Job Description

Emergency Management Specialist II

Revised 1/2020

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.
- 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.