

## EMERGENCY MANAGER

This position is a full benefits position (medical, dental and life insurance; paid leave time; matching retirement plan). Position schedule is Monday thru Friday, 7.5-hour shifts.

**DESCRIPTION:** The Emergency Manager position is an appointed position and serves at the pleasure of the Sedgwick County Board of County Commissioners. The Emergency Manager is responsible for planning, managing, and coordinating an emergency management system within Sedgwick County. This emergency management system is designed to reduce the vulnerability of the citizens and the communities of Sedgwick County from damage, injury and loss of property resulting from terrorism, natural disasters, and major emergencies. The position serves as the principal emergency advisor to and grant writer for the Sedgwick County Board of County Commissioners, Sedgwick County Sheriff's Office, Sedgwick County Communications Center, and the Sedgwick County Ambulance Service. Other grant submittal may be completed for emergency services within Sedgwick County at the approval of the board of County Commissioners.

The Emergency Manager, in discharging duties, must work with all other elected and appointed officials of the local governments, of the state and of the federal government, and private sector interests, including local volunteer fire departments. The Emergency Manager shall coordinate activities relating to the prevention, mitigation, preparedness, response and recovery to a terroristic event, natural disasters, and major emergencies within Sedgwick County. The Emergency Manager is charged with making certain that the first responders understand the threats and risks to the jurisdiction, plan for emergencies, can function effectively in an emergency and conduct recovery operations following a disaster.

**EXAMPLES OF WORK** This position may not be assigned all duties listed, nor do the listed examples include all the duties that may be assigned. • Systematically identify and analyze the natural and technological and man-made risks and hazards that pose potential threats or risks and significant consequences to Sedgwick County and its citizens. • Develop and maintain the Local Emergency Operations Plan to state standards, outlining the roles and responsibilities of government and supporting groups under various emergency contingencies by coordinating the planning of all departments, agencies and organizations having an emergency mission responsibility or capability. This includes the distribution of the LEOP and education of all involved in their primary duties and responsibilities. • Develop a Planning, Exercise and Training program and a 3-year calendar to allow key local officials opportunities to practice directing coordinated operations under simulated emergency conditions. • Keep the Sedgwick County Board of County Commissioners fully informed on emergency management activities, including monthly report to the board on

activities, threats, and response. • Work with local officials in the development of a hazard mitigation program to eliminate or reduce potential hazards. • Identify labor and material resources from government and private sector sources that would be available in an emergency. • Identify resource deficiencies and work with appropriate officials on means to overcome them. • Develop an Emergency Operations Center that incorporates internal procedures and staffing requirements to permit key executives to direct the coordinated emergency response of the local governmental departments and support groups. i • Develop and maintain a public warning system. • In conjunction with the Sedgwick County Communications Center, develop and maintain an emergency public information system. • Develop and maintain a mass care system. • Develop and maintain public emergency management education and training programs. • Coordinate with industry to identify chemical hazards and to develop industrial emergency plans and response capabilities through the County's Local Emergency Planning Committee. • Prepare, submit, and justify an annual full time emergency management budget. • Secure technical and financial assistance available through state and federal programs.

**QUALIFICATIONS** The incumbent must have the formal education and/or experience in occupations that demonstrate the individuals' ability to manage the entire emergency management program of Sedgwick County. Such education and/or experience should include planning, organizing, coordinating, implementing, budgeting, grants management, program development and management, and personal management. The ability to work cooperatively with other governmental, service, nonprofit and private sector agencies and the public at large is essential. The candidate must have public speaking skills, the ability to conduct public meetings and presentations, and have the capacity to deal with the media. Knowledge of and the ability to use computer for communications, research, and word processing is required. Significant previous experience in emergency operations is desired along with completion or willingness to complete the training programs prescribed by state and federal emergency management authorities. It is expected that within two years of employment, the candidate will become a certified emergency manager at the basic level and is encouraged to seek advanced training and certifications. • High School diploma or equivalent. Preferred but not required: Bachelor's Degree from a four-year college or university with major coursework in emergency management, public administration, risk management, public administration, risk management or a related field; and five (5) years of increasingly responsible emergency management and leadership experience; or an equivalent combination of education and experience • Possession of a valid State of Colorado driver's license. • Must complete and pass a CBI background check.