

Job Description

EMERGENCY MANAGEMENT DIRECTOR

Title: Emergency Management Director
Department: Police

GENERAL PURPOSE

The purpose of this position is to direct, develop and implement emergency management programs for the Village of Cottage Grove in accordance with local, state, and federal laws, rules, regulations and plans.

SUPERVISION RECEIVED

Works under the general direction of the Village Administrator.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are usual for this position. The duties are not to be construed as exclusive or all-inclusive. Other duties may be required or assigned as appropriate and necessary as Federal State and local laws and ordinances change or are developed.

- Develop emergency operations plan. Ensure program compliance with local, state and federal laws.
- Develop emergency warning procedures systems, and shelter/evacuation capabilities.
- "On-call" at all times to respond to emergencies.
- Monitor Village-wide communications and warning systems. Promulgate necessary improvements to address deficiencies, future growth, and interoperability concerns.
- Maintain, test and log all in-house emergency operations equipment necessary to sustain emergency response operations.
- Develop and implement Village-wide, all-hazard, emergency preparedness drills and exercises to fulfill federal and State requirements, and maintain training levels of all necessary Village staff and elected officials.
- Develop and maintain effective relationships between all emergency response agencies, schools, businesses, special needs facilities, and the general public.
- Develop, administer, and maintain annual departmental operating budgets and grant programs. Maintain financial accountability to Federal, State and local units of government.
- Ensure continuity of government capability during a disaster or emergency.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to communicate effectively; orally, and in writing, with the media, the public, and elected officials, during a crisis.
- Ability to read and interpret complex laws, rules, ordinances and regulations.
- Knowledge, ability and skill in the operation of personal computer programs, and integrated computer systems.

- Knowledge and skills to seek and formulate state and federal grants to support Emergency Management programs and activities.
- Knowledge and ability to develop, administer, and maintain annual departmental budgets based on individual programs.
- Knowledge, skills and ability to utilize effective management and supervision techniques.

EDUCATION AND EXPERIENCE

- Valid Wisconsin motor vehicle operator's license.
- Five years experience in public safety; ideally experience in a municipal Fire, Police or EMS Department; and at least two years in an administrative or planning role within a municipal public safety department, or any combination of education and experience that provides equivalent knowledge, skills and abilities.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Environment: Work is performed primarily in a standard office setting. Occasional work conditions may require exposure to environmental factors such as temperature variations and extremes, odors, toxic agents, noise and other safety issues.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive and movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information. Infrequent lifting and/or move +10 lbs.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

ACKNOWLEDGEMENT

I acknowledge that I have read the job description and requirements for the Emergency Management Director position and I certify that I can perform these functions.

Employee Signature

Date