

The Tuscarawas County Homeland Security and Emergency Management Agency has an opening for a position of Deputy Director.

A sample of illustrative duties includes:

1. Assisting the Director in the general administration and planning of local disaster services for the County
2. Acts as the department head and interfaces with State and Federal agencies related to emergency management in the absence of the EMA Director
3. Conducts research for the development of programs and plans on behalf of the Agency
4. Assists in the development of exercises and trainings to test local plans and response capabilities
5. Manages yearly information supplied by SARA Title III facilities by updating CAMEO
6. Serves as the on-call staff member every other month

Qualifications Include:

1. Bachelors Degree in emergency management or a related field or considerable experience with a public safety discipline
2. At least two years of experience working with public safety personnel or public administration
3. Completion of the Federal Emergency Management Agency Professional Development Series courses (FEMA PDS)
4. Possession of a valid State of Ohio Driver's License

The wage base range set for this position is \$14.50 – \$18.00 per hour (40 hours per week)

Individuals interested in applying to this position should submit a cover letter, their completed employment applications (found at <https://www.co.tuscarawas.oh.us/Employment.htm>) and an updated resume to EMA Director Alex McCarthy at mccarthy@co.tuscarawas.oh.us by Friday, August 7th. These may also be mailed to:

Tuscarawas County HS&EMA
2295 Reiser Ave SE
New Philadelphia, Ohio 44663

TUSCARAWAS COUNTY

An equal Opportunity Employer

POSITION DESCRIPTION

(Not for ODAS Filing)

Office/Agency:	Board of Commissioners	Employee Name:	Vacant
Class/Title:	Deputy Director	Position Title:	Deputy Director
Class Number:		Position Number:	

Dept./Div.:	Homeland Security & EMA	Civil Service Status:	Classified
Unit:		Employment Statue:	Full-Time
Reports To:	Director	FLSA Status:	Non-exempt
Pos # of Supvr.:		Pay:	Hourly

Qualifications: Completion of Bachelor's degree in Emergency Management and/or related field and/or considerable experience in Emergency Management or related programs in the private or public sector; or any equivalent combination of accepted education and experience that would provide the necessary knowledge, abilities, and skills.

Licensure or Certification Requirements: Possession of valid Ohio Drivers License is required.

Equipment Operated: The following are examples only and are not intended to be all-inclusive.
Computer, fax machine, copier, calculator, standard office equipment, automobile, and MARCS radio.

Inherently Hazardous or Physically Demanding Working Conditions: The employee has exposure to compounds commonly found in an office environment (e.g., toner, correction fluid, etc.) as well as possible exposure to fire, life threatening situations, and hazardous chemical spills.

This position description in no manner stated or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed both the Cover Page (s) and the Inside Page (s) of my position description, and that I understand the contents of the position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)

Date Adopted:

Date Revised: 07/22/2020

TUSCARAWAS COUNTY

An Equal Opportunity Employer

(POSITION DESCRIPTION)

Office/Agency:	Board of Commissioners	Employee Name:	Vacant
Class/Title:	Deputy Director	Position Title:	Deputy Director
Class Number:		Position Number:	
Dept./Div.:	Homeland Security & Emergency	Reports To:	HS & EMA Director
Unit:	Management (HS & EMA)	Pos. # of Supvr.:	
Normal Hours:	Monday – Friday 8:00 a.m. – 4:30 p.m.		

JOB DESCRIPTION & WORKER CHARACTERISTICS: JOB DUTIES

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101

- 25% 1. Assists the director with the planning for and the direction of the agency (develops programs or plans to ensure the county is able to meet major emergencies; applies for and administers grant; assists with the administration of the agency budget; assists with the orientation and management of employees and interns; etc.); assumes responsibility of the agency during the absences of the Director. Will be On Call as assigned.
- 35% 2. Conducts research for necessary for development of programs and plans; accesses data bases in order to obtain, store and evaluate emergency planning information; assists in ensuring the county's emergency plans are consistent and compatible with regional and state emergency plan guidelines; coordinate planning activities to ensure plans promote countywide readiness; coordinates plans with non- governmental organizations to ensure their plans are consistent with the county's plans.
- 25% 3. Assist in the development of exercises and training; participate in the exercise design team to develop exercises that test local plans and response capabilities in order to identify any deficiencies or increase in risk; promote and develop disaster preparedness training for local citizens as well as coordinate training for responders.
4. Demonstrates regular and predictable attendance.
5. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- 15% 6. Manages yearly information supplied by SARA Title III facilities by updating CAMEO Software Manages HazMat information, by data entry into the Cameo Software.

Other duties and Responsibilities:

1. Works on special assignments and projects as directed.
2. Performs other related duties as required.

Date Adopted:

Date Revised: 07/22/2020

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(POSITION DESCRIPTION)

(Inside Pages for ODAS Filing)

Office/Agency:	Board of Commissioners	Employee Name:	Vacant
Class/Title:	Deputy Director	Position Title:	Deputy Director
Class Number:		Position Number:	
Dept./Div.:	HS & EMA	Reports To:	HS & EMA Director
Unit:		Pos. # of Supvr.:	

Normal Hours: Monday – Friday 8:00 a.m. – 4:30 p.m.

Minimum Acceptable Characteristics: (*indicates developed after employment)

Knowledge of: (1) Budgeting; (2) FEMA planning policies and procedures; (3) Government structure & process; (4) Safety practices and procedures; (5) Emergency management laws and/or regulations; (6) Agency policies & procedures*; (7) Public relations (8) government grant programs; (9) Local geographical area

Skill in: (11) Computer Operations; (12) Use of modern office equipment

Ability to: (13) Carry out instructions in written, oral, or picture form; (14) Deal with problems involving several variables within familiar context ; (15) Recognize unusual or threatening conditions and take appropriate action; (16) Define problems, collect data, establish facts and draw valid conclusions: (17) Understand, interpret and apply laws, rules, or regulations to specific situations; (19) Prepare accurate documentation; (18) Communicate effectively; (19) Develop and maintain effective working relationships; (20) Travel to gain access to work sites.

Position numbers and class titles of positions directly supervised in absence of Director:

Supervises only during absences of and when authorized by the Director.

Date Adopted:

Date Revised: 07/22/2020