

Director of Emergency Management (Full-Time)

GENERAL DESCRIPTION: Under administrative direction of the EMA Board, abiding by the personnel policies of the Medina County Board of Commissioners, the EMA Director is responsible for planning, organizing, and directing the Emergency Management programs for the jurisdiction as well as acting as the community's representative on all Emergency Management matters.

QUALIFICATIONS: An example of acceptable qualifications: Possession of a Bachelor's degree in Emergency Management, Planning, Public Administration or a related field supplemented by three (3) to five (5) years of experience in emergency management,; two (2) or more years of related supervisory work experience and/or training; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

LICENSURE OR CERTIFICATION REQUIREMENTS: Must possess a valid Ohio driver's license and maintain insurability under the County's vehicle insurance policy; must obtain and retain any additional licensure and certification established by the Ohio Emergency Management Agency pursuant to O.R.C. 5502.25 and O.A.C. 4501 :3-5-01; must swear to oath required under ORC 5502.34.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive: Personal computer, printers, fax machine, telephone, copier, and other standard business office equipment, motor vehicles, hand tools, power tools.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

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

(1) Determines long and short-term goals and objectives for EMA/HAS; develops and administers the budget for EMA/HAS; interprets and follows federal and state laws and regulations; works with Ohio EMA and Homeland Security agencies on terrorism reports and security issues; pursues the advanced emergency development series; works with other agencies and departments on maintaining and updating interoperability; maintains primary and secondary emergency operations centers ready status; reviews and drafts contracts for equipment and maintenance with EMA; provides updated information to National Weather Service during disasters; provides the EMA watch desk with updated information during events; coordinates with the Ohio EPA; maintains records and updates, works with and responds to hazardous material issues, spills and security; responds to all disaster and terrorism events in the county; coordinates with local radio station during weather events; performs required annual updates to the Emergency Operations Plan; creates, updates and amends disaster plans for the County as needed.

(2) Prepares grants programs for federal, state, and special projects; monitors fiscal reports and reimbursement; reviews the Grants program budget; conducts school planning and sign off with Ohio Homeland Security and the Department of Education; pursues mitigation funding to prevent future flooding; maintains the PDM grants; monitors river gauges; maintains and tests all emergency systems and sirens; reviews in depth reporting of all grants dollars utilized and available; oversees WENS alerting system; oversees EMA social media sites; maintains responsibility over requesting and storing the Strategic National stockpile during an event; maintains responsibility for requesting a County Declaration of Emergency disaster.

(3) Manages and supervises department staff (e.g., schedules and assigns tasks, recommends the hiring of job applicants, recommends pay assignments, evaluates performance, authorizes leave requests, attends or participates in meetings in which policy questions are reviewed or discussed, assists with the development of policy, recommends policy changes, participates in personnel or labor relations activities, etc.); coordinates testing and selection process of EMA employees.

(4) Offers and conducts ongoing training to personnel and volunteers; participates in NIMS training; stays up to date on NIMSCAST; provides public information on preparedness and awareness for County citizens and first responders; collaborates with and oversees various groups and programs; maintains the volunteer ID system; works with various agencies and organizations (e.g., Ohio Emergency Management Agency, Emergency Management Association of Ohio, FEMA, local media, etc.).

(5) Attends meetings and serves on committees, as directed; attends training and seminars, as directed.

(6) Maintains required licensures and certifications, if any.

(7) Meets all job safety requirements and all applicable safety standards that pertain to essential functions.

(8) Demonstrates regular and predictable attendance; may be required to work irregular hours (e.g., second/third shift, rotating shift, etc.).

OTHER DUTIES AND RESPONSIBILITIES:

(9) Performs other related duties as assigned.

(10) Required to assist other state and county EMA officials by assisting with plans, doing demonstrations, and general networking. This requires travel across the State and working occasional evenings and weekends.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment) Knowledge of: modern computer skills and computer applications (e.g., Microsoft Office, MUNIS, Kronos, etc.); *County, Department, and Division goals and objectives; *County, Department, and Division policies and procedures; *County personnel rules and regulations; state and federal regulations; customer service; office practice and procedures; public relations; math; budgeting.

Skill in: computer operation; use of modern office equipment; organization; motor vehicle operation.

Ability to: carry out instructions in written, oral, or picture form; deal with many variables and determine specific action; define problems, collect data, establish facts, and draw valid conclusions; read, copy, and record figures accurately; develop and maintain effective working relationships; think critically; be self-motivated; interpret a variety of instructions in written, oral, picture, or schedule form; maintain accurate records; exercise independent judgment and discretion; communicate effectively; maintain confidentiality; resolve complaints from public; handle sensitive inquiries from and contacts with officials and general public; add, subtract, multiply, and divide; calculate fractions, decimals and percentages; prepare routine correspondence; prepare accurate documentation; compile and prepare reports; travel to and gain access to work site.

Job Type: Full-time

Benefits:

- Health insurance
- Dental insurance
- Employee assistance program
- Flexible spending account
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance

Schedule:

- scheduled 40 hours per week, additional hours as needed.

Ability to commute/relocate:

- Medina, OH 44256: Reliably commute or planning to relocate before starting work (Preferred)

Education:

- Bachelor's Degree (Preferred)

Experience:

- Supervising experience: 2 years (Required)
- EMA experience: 3-5 years (Required)

License/Certification:

- Driver's License (Required)

Work Location:

- In person, 5834 Heather Hedge Drive, Chippewa Lake, OH 44215

Wage: \$65,000–\$85,000

The successful candidate will be required to complete a background check and drug test.

Send resume to the Medina County Human Resources Department, 144 N Broadway Room 202, Medina, Ohio 44256. Resumes will be received until February 9, 2024.