

EMERGENCY MANAGEMENT DIRECTOR FOR WEST POINT AND CLAY COUNTY, MISSISSIPPI

General Summary

Under the recommendation of the West Point Clay County Emergency Management Council and the appointment of the City of West Point Mayor and Board of Selectmen and Clay County Board of Supervisors, the purpose of the position is to plan, direct and coordinate a comprehensive management program to include Emergency Management Services for West Point and Clay County to minimize the effects of major events or disasters. The position shall coordinate emergency service programs, with local, state and federal agencies, and area citizens; and serve as a key advisor to the City of West Point Mayor and Board of Selectmen and the Clay County Board of Supervisors and the City Chief Administrative Officer regarding emergency incidents and activation of the Emergency Operations Center.

Essential Functions

1. Coordinates emergency planning efforts for all jurisdictions within the County. Ensures emergency plans meet State and federal regulations and acts as an agent in securing disaster relief monies.
2. Develops and updates the West Point Clay County Emergency Management Comprehensive Plan, to include all emergency support functions and other support plans which involve working with each agency/department that is included in the plan to identify functions they will perform in an emergency and ensure integration of all functions. Ensures that plan is responsive to all State and federal regulations.
3. Coordinates countywide, all-hazards emergency management activities with other county department's municipalities, state and federal agencies, schools, hospitals, assisted living facilities/nursing homes, as well as, business and various components of the private sector.
4. Manages and coordinates the preparation of local emergency plans to include warnings, notifications, emergency call lists, and evacuation centers. Reviews support plans from larger local units of government to address Homeland Security issues. Maintains records pursuant to the federal reporting requirements of S.A.R.A. Title III.
5. Serves as advisor to the City of West Point Mayor and Board of Selectmen and Clay County Board of Supervisors during all types of emergency operations. Coordinates efforts of staff and others during emergency operations. Oversees the Emergency Operations Center and works toward enhanced communication capabilities.
6. Maintains current knowledge of all local, State and federal laws, technological developments, reporting requirements, and proposed legislation pertaining to Emergency Management and Floodplain Management.
7. Directs preparation of project applications, including justifications and oversees project implementation and completion.
8. Responsible for the coordination of all drills and exercises carried out in preparation for emergencies. Develops and/or implements exercises and drills to ensure that involved agencies and departments know their responsibilities and functions in an emergency and to help identify any potential flaws in the emergency operations plan.

9. Works with various committees to coordinate the utilization of grants for training, equipment, and enhanced response capabilities.
10. Seeking out and applying for funding sources for emergency management needs and administer and report on the progress of such grants to the Emergency Management Council.
11. Acts as a liaison with federal, state and local agencies for emergency management related issues. Advises, communicates with, and/or disseminates information to county officials, staff members, the media, outside agencies, community organizations, the general public, or others as appropriate for resolving problems, exchanging information Coordinates involvement with regional teams and committees related to emergency management.
12. Makes presentations to schools, service groups, civic groups, governmental departments and care facilities to raise the awareness of emergency management and advise on the best tornado shelter and other emergency procedures.
13. Responsible for the development and maintenance of the Emergency Operations Center, from which emergency operations are directed and controlled. Establishes, maintains, tests and evaluates the operational system for response. Develops new standard operating procedures and policies as needed to accommodate the Center.
14. Through the LEPC, identifies special populations in the county, such as the homebound, and provides training to enhance planning and preparedness for an emergency evacuation or other emergency.
15. Maintain appropriate mutual aid agreements within the county and as part of the Statewide Emergency Management Assistance Compact (SMAC).
16. Responsible to the State Emergency Management Agency to provide proper information in times of disaster so the City and County may be eligible for state and federal monies should they become available.
17. Prepares the annual operating budget for Emergency Management and tracks expenditures against the budget throughout the year and maintains related financial documentation. Prepares billings to the federal government for matching funds.
18. Completes all federal and state forms and activity reports for emergency management and floodplain management.
19. Develops departmental policies and procedures, makes recommendations to the West Point Clay County Emergency Management Council and reviews, monitors and modifies policies and procedures as necessary. Ensures that procedures comply with local and state regulations.
20. Drafts and presents the departmental budget. Approves expenditures as authorized and monitors expenditures to ensure they are within budgetary guidelines. Maintains accounting records of the Authority and prepares reports for the Board. Develops the long-range financial and capital plans.
21. Coordinates services with emergency service agencies. Works closely with representatives of such agencies to ensure their needs are met and their concerns are addressed. Coordinates services with adjacent counties.
22. Maintain certification that meets all grant requirements.
23. Recommends, with the input of system users, the selection and approval for the operations

and maintenance of radio communications and ensures compliance with FCC regulations.

24. Attend meetings to include City and County Board meetings, EMA conferences and workshops.
25. Design and administer emergency or disaster training courses.
26. *An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employees may be expected to perform.)*

Other Requirements

- Ability to complete the Department of Homeland Security/Federal Emergency Management Agency PDS (Professional Development Series) Curriculum (IS Courses 120; 230, 235, 240, 241; 242, 244, 701, 703)
- Ability to complete required Incident Command System classes.
- Ability to coordinate multiple projects and meet critical deadlines.
- Deal tactfully and courteously with the public and other staff.
- React quickly, efficiently and calmly in emergency situations.
- Establish and maintain cooperative working relationships.
- Ability to represent the county by publicly speaking to the media and various groups within the community and around the state.

Organization Chart

