

**JUDITH BASIN COUNTY  
DISASTER & EMERGENCY SERVICES  
POSITION DESCRIPTION**

*Judith Basin County is an equal opportunity employer. The County, shall, upon request, provide reasonable accommodations to other qualified individuals with disabilities.*

*This job description is intended to reflect core areas of responsibility and an incumbent employee's knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. 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 change.*

**Reports to:** Judith Basin County Commissioners

**Hours and Starting pay:** 32 hrs. per week. Starting pay \$14.75 per hour (plus BENEFITS)

**General Position Description:** The DES Coordinator is under the general supervision of the Board of County Commissioners, and under the direction of the State of Montana Department of Military Affairs Disaster & Emergency Services Division.

The Coordinator is responsible for the overall coordination of plans for all phases of emergency management including planning, preparedness, response, recovery and mitigation. The position assumes administrative responsibilities for all budgets, reports, grant administration, and compliance with all local, State and Federal standards as it pertains to the Judith Basin County emergency management program.

**Essential Functions (Major Duties & Responsibilities)** *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Develops, reviews, and maintains the Emergency Operations Plan (EOP). The plan must follow current Federal, State and local guidelines and be approved by CEO's
- Applies for and manages all grants applicable to emergency management. Initiates and completes all reporting and reimbursement requirements for the department by designated deadlines
- Responsible for developing and maintaining an up to date emergency management resource list of personnel and equipment, including contact information
- Manages the department's budget according to county and Emergency Management Performance Grant (EMPG) guidelines. Responsible for keeping the commissioners advised of any changes or budget concerns
- Functions as an advisor to CEO's, department heads and response agencies regarding emergency management issues and policies

- Maintains the county Emergency Operations Center (EOC) and fulfills the role of EOC Manager during activations. Notifies appropriate personnel to respond to the EOC according to the severity of the event. Ensures the EOC supports the objectives of incident response and recovery during declared emergencies or disasters
- Meets the annual exercise requirements according Homeland Security Exercise and Evaluation Program (HSEEP) standards to test existing plans and procedures
- Functions as the liaison for the county with State and Federal agencies
- Coordinates with all response agencies or organizations to grow and enhance the emergency response capabilities within the county. Maintains a working relationship with private industry/business to promote emergency management
- Develops ways to educate and inform the public on emergency management issues
- Establishes a Local Emergency Planning Committee (LEPC). Submit LEPC minutes and membership list to MT DES as appropriate. Maintains existing and future SARA Title III records. Tracks and reports hazardous material incidents within the county
- Review, plan, coordinate and implement Mutual Aid Agreements for the county and response agencies
- Plans and schedules trainings for emergency responders, county personnel and CEO's according to local needs and State and Federal standards. The Coordinator must fulfill EMPG required training, including Professional Development Series through classroom instruction or FEMA on line courses within established time frames.
- Works to identify potential hazards and mitigate their risks. Ensures the county Pre Disaster Mitigation Plan (PDM) is up to date
- Establish, maintain and promote a mass notification system to alert key public officials and warn the public in the event of an impending or occurring emergency or disaster. Maintain and utilize social media to further inform the public in an accurate, timely manner of emergency information
- The Coordinator with approval of the county commissioners will designate a Deputy DES Coordinator to fill the role of DES Coordinator if necessary.
- The Coordinator, working with response agencies, will identify shortfalls in planning, training, exercises and equipment and work to correct deficiencies through grants or other means
- Works with all agencies and Central Montana Dispatch to ensure communication capabilities for responders are being met. Responsible for programming pagers and maintaining a list of users.

- Maintains the ArcView Map for 911 addressing and identification of residences and businesses in the county.
- In addition to local meetings, training and exercises, the Coordinator must be able to travel to District and State events. Occasional overnight stays may be required.

**Physical Demands and Working Conditions:** *The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.*

- Intermittent periods of standing, sitting and walking, sometimes on steep, rough terrain.
- Use hands to handle objects, tools or controls; reach with hands and arms; climb or balance; stoop, kneel or crouch.
- Work indoors/outdoors under adverse, stressful conditions with possible exposure to hazardous materials
- Occasionally lift and/or move up to 20 pounds, with or without assistance.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception, the ability to adjust focus, and be free from color blindness
- Required to carry a cell phone and is subject to recall at any time during an emergency and may be required to work long hours without normal days off
- Must be able to travel to emergency scenes, meetings or public events in order to complete job assignments.
- Noise level in the work environment is usually moderate but the employee may occasionally be exposed to high level noises including but not limited to emergency vehicle sirens, shouting and yelling.

**Knowledge, Skills and Abilities:** *Within 6 months of hire the incumbent employee should be familiar with and have knowledge of:* The principles, practices and procedures of emergency management; program planning and administration principles and processes; governmental structures and resources; the background and objectives of Federal, State and local emergency management programs; and grant administration processes and requirements. Knowledge of emergency management response and recovery in areas such as flood, wildland fire, evacuation and relocation, shelter management, disaster communications, radiological and nuclear defense and hazardous materials incidents. The position must develop and maintain knowledge of relevant programs and funding which includes understanding grant writing, grant management, and the financial tracking and reporting grants require. Must have certification or complete either through classroom instruction or FEMA on line courses: NIMS/ICS 100, 200, 700 & 800.

Ability to communicate effectively verbally and in writing; to establish and maintain effective working relationships with others; to act quickly in gathering and analyzing data, assessing needs, relevancy, issues, and problems and make accurate judgments and draw conclusion; to learn, understand, interpret, and apply Federal and State statutes, regulations, and procedures related to grant administration and emergency management with the ability to analyze information from complex situations and determine the best action to be taken.

**Education and Experience:**

Minimum of high school diploma or equivalent GED and valid MT. driver's license.

Skill in the use of desktop software including word processing, spreadsheets, database and presentation applications. Skill in interpreting, applying and explaining complex laws, rules and regulations, and achieving compliance with such regulations. Skill in conducting studies, analyzing complex problems, evaluating alternatives and making sound, creative recommendations.