

## PICKAWAY COUNTY BOARD OF COMMISSIONERS

### POSITION DESCRIPTION An Equal Opportunity Employer

**POSITION TITLE:** Emergency Management Agency (EMA) Plans and Exercise Officer

**DIVISION:** Emergency Management Agency

**CIVIL SERVICE STATUS:** Unclassified per ORC 124.11(A)(9), FLMA non-exempt

**EMPLOYMENT STATUS:** PT/Reg

**REPORTS TO:** Emergency Management Agency Director

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#### **CRITICAL CHARACTERISTICS:**

- Efficient
- Expeditious
- Accurate
- Persistent
- Demonstrates fiscal responsibility
- Demonstrates regular and predictable attendance
- Ability to manage multiple tasks and projects simultaneously
- Ability to maintain confidentiality of information

#### **ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES:**

- 80%- Develops, implements, maintains, and updates Local Emergency Planning Committee (LEPC) documents including Hazardous Materials Storage Sites and information regarding resources and facilities for use in the event of disasters. Assists with the implementation and direction of the County Emergency Operations plan and related activities. Develops and implements Hazardous Materials Planning. Establishes plans, organization, systems, and controls to effectively support jurisdictions requesting resources during emergency or disaster declarations. Develops and provides program guidance including training in disaster preparedness, response, and recovery. Maintains current, up-to-date knowledge and understanding of FEMA Homeland Security Exercise and Evaluation Program (HSEEP) exercise and design concepts, and training and exercise best practices. Creates and maintains a Multi-Year Training and Exercise Plan. Reviews state and federal guidelines and procedures related to preparedness and exercise design and implementation to identify new/updated practices, procedures, and recommendations. Customizes LEPC exercise and design concepts to meet the needs of the county. Schedules, coordinates, and conducts preparedness and response training classes, workshops, seminars, conferences, and meetings. Promotes a culture of preparedness and readiness in the county through regular training, drills, and exercises.
- 20%- Maintains a 24-hour readiness during on call rotation. Represents the Director, as needed and maintains effective working relationship with public officials and other agencies; Coordinates with local communities, emergency

response agencies and others. Assist the Director with emergency management efforts in the event of a natural or man-made emergency situation within the County and assists with recovery activities. Travels to and participates in discussions, meetings, and serves on panels or committees; attend workshops, committees, and boards. Serves in assigned staff positions in the Pickaway County Emergency Operations Center. Assumes responsibility for Operations, Planning, and Exercise functions in the absence of the Director.

Other Functions:

- Assists the Director in coordinating, organizing, administering, and operating emergency management, E-911, and emergency communications in accordance with Pickaway County's plans and programs.
- Assists the Director in handling routine and specialized inquiries from the general public, public safety officials, community organizations, government officials, and others.
- Assists the Director in managing grants, programs and projects related to the mission of the organization.
- Assists the Director in maintaining an accurate inventory and status of all EMA, Homeland Security, E-911, and emergency communications related equipment, materials, and assets under the control of this agency.
- Assists the Director in preparing, presenting and implementing public safety and homeland security programs, workshops, meetings, literature, mailings, and public service announcements.
- Assists the Director in supporting the Hazardous Materials Emergency Response Program (HazMat).
- Assists the Director in providing planning, development, implementation, training and coordination for the County's Emergency Management / Preparedness plans.
- Assists the Director in complying with all local, state and federal regulations regarding this position and appointment, including those established by Section 5502 of the Ohio Revised Code regarding Emergency Management Agency Directors.
- Acquires additional continuing education, professional training or certification as required.
- Participates in staffing the Pickaway County Emergency Operations Center (EOC) in an assigned management position or role; maintain federal and state emergency responder certifications as required.
- Perform other job functions as assigned.

**QUALIFICATIONS:**

Associates Degree (preferred) from an accredited college or university in Emergency Management, Homeland Security, Public Administration, Urban Planning, or other associated field. Also, 2 years of full-time paid experience in emergency or disaster preparedness administration, Fire Service, Law Enforcement, HAZMAT; or any combination of education and experience that provides the requisite knowledge, skills,

and abilities for this job. Previous incident response experience (e.g: ICS and EOC). Knowledge of basic principles and practices of emergency, disaster and hazardous materials planning and response, Federal and State laws and regulations regarding emergency disaster and hazardous materials planning and response, research, analytical and report preparation methods, county government organization; departmental rules & regulations, public speaking, grant management.

Ability to work with many entities during an emergency in order to resolve the situation, deal with a large number of variables & determine/recommend specific courses of action, prepare and maintain accurate reports and records, develop, analyze & evaluate complex data, effectively communicate in both oral & written formats.

- Must become familiar with departmental policies and procedures, office practices and procedures, county personnel practices and procedures, governmental structure and process, Civil Service laws, rules and regulations.
- Have the ability to communicate effectively, develop and maintain effective working relationships with associates, supervisors, officials and the general public, exercise sound judgment, maintain accurate records, interpret general instruction, and prepare meaningful, concise and accurate reports.

#### **COMPUTER/TECHNOLOGY /SOFTWARE SKILLS:**

The following is the common technology used in this position and is not all inclusive.

Data Entry, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, intranet, electronic resources, internet, other miscellaneous County related software applications.

#### **EQUIPMENT OPERATED**

Copiers, digital scanning devices, digital camera, personal computer and peripheral devices in a networked environment, telephone, two-way radio, fax, laptop with LCD projector and Global Positioning Systems (GPS) devices, specialized tools and machinery related to public safety, emergency management, and homeland security (i.e. power generators, radiation monitoring equipment, etc).

#### **ADDITIONAL WORKING CONDITIONS**

- Evening/weekend meetings, workshops, or assignments may be required.
- Shall be available 24/7 by telephone, pager, radio, and/or by other means in case of disasters, emergencies, or other events as required.
- Occasional travel within the County and to neighboring Counties may be required.
- May be required to drive in inclement weather.
- May require working in adverse weather condition for long periods of time (over one hour). Conditions include, but are not limited to temperatures below 32 degrees, temperatures exceeding 100 degrees, rain, snow and ice

- May be exposed to noise, vibration, physical hazards, odors, dusts or poor ventilation.
- Occasional exposure to verbally hostile or confrontational citizens and/or public groups may be expected.

**LICENSURE OR CERTIFICATION REQUIREMENTS**

- Valid Ohio Driver's License.

**SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS:**

A background check, pre-employment drug screen, and loyalty oath (O.R.C. 5502.21) are required for employment to allow access to the EMA, Homeland Security, E-911, and emergency communications information.

**Emergency Management Agency Plans and Exercise Officer –  
Commissioners Office**

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority or designee.

My signature below signifies that I have reviewed and understand the contents of my position, and will perform to the best of my ability, the job duties and requirements specified in this position description.

\_\_\_\_\_  
*Approval of Appointing Authority*

\_\_\_/\_\_\_/\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Employee Signature*

\_\_\_/\_\_\_/\_\_\_\_\_  
*Date*

Date Adopted: 6/15/21  
Date Revised: 6/15/21