

# Richland County

## Position Description

**Position Title:** Emergency Management Coordinator

**Department:** Emergency Management

**Reports to:** Highway Commissioner

**Pay Grade:** 14

**Date:** 11/6/2024

**Hours per week:** 29

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### Purpose of Position

Responsible for implementing comprehensive emergency management programs for Richland County in accordance with local, state, and federal laws, rules, regulations and plans.

### Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Coordinates Emergency Management functions ensuring compliance with local, state and federal requirements.
- Maintains knowledge of current laws and regulations. Ensures that current ordinances and resolutions support the legal basis for the programs, including Federal and State mandates.
- Prepares, recommends, and monitors annual budgets and capital improvement plans for the Departments.
- Develops, implements and monitors policies, practices and plans for the Department.
- Maintains positive public relations by providing information to civic groups, public officials, schools, county departments, news media, farmers and general public.
- Ensures all local, state, and federal reports are processed in an accurate and timely manner.
- Oversees appropriate preparation and maintenance of documents and records.
- Applies for and manages grant funding relating to disasters, terrorism issues, and operational needs.
- EMERGENCY MANAGEMENT DUTIES:
  - Updates and Implements the Integrated Preparedness Plan as required by Wisconsin Emergency Management (WEM).
  - Maintains, updates and implements the County's Emergency Response Plan and Hazard Mitigation Plan.
  - Advises the Emergency Management Director regarding the overall operations or actions to be taken in emergency situations.
  - In consultation with the Highway Commissioner, plans, organizes and directs county natural and technological disaster response plans in conformance with State Disaster Plans.
  - Develops off-site SARA plans for facilities using or storing hazardous materials.

- Ensures weather spotters are trained and activated when necessary. Assists in weather spotting when needed.
- Prepares and submits available grant applications, including for the Vernon County HAZMAT (Hazardous Material) Type III Team.
- Maintains working knowledge of CAMEO program.
- Responsible for training of emergency responders relating to terrorism issues.
- Coordinates the County's response to disasters within the county.
- Advises and prepares reports for the Administrator of WEM for all County emergency management planning.
- Maintains the Emergency Operations Center (EOC).
- During a disaster, performs duties such as: Assist/advise public and municipal officials seeking Federal Aid/loans; and coordinate responders (DNR, DATCP, Fire Departments, Hazmat Teams, Federal EPA, etc.) during a hazardous materials release.
- Acts as a liaison between Red Cross, Salvation Army and other non-governmental organizations (NGOs).
- Completes damage assessments, compiles data, and reports to State and Federal officials in order to request assistance and assists other entities in completing forms for State and/or Federal disaster funds.
- Establishes a method of supervising and documenting expenditures, losses, damages, injuries, fatalities, and other such statistics to establish claims for subsidy aids, reimbursements, reconstruction assistance, and assists in resolving problems from post-disaster claims.
- Oversees the creation of emergency response plans for County special events.
- Assists local companies and municipalities with Tier II forms for hazardous, flammable or otherwise toxic chemicals.
- Prepares a variety of reports, data, analysis and recommendations.
- Attends and participates in meetings and seminars related to the Department.
- Attends training as required to stay current in changes with Emergency Management.
- Responsible for EM for 24/7 on-call as necessary.
- Performs other duties as assigned or apparent.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

Associate's degree in emergency management or related area and three years relevant work experience; or any combination of education and experience that provides equivalent knowledge, skills, and abilities for this position. ICS 100,200,300,700,800. Valid Driver's License. Ability to acquire Wisconsin Certification for Emergency Managers (WCEM) within two years of hire.

### **Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Language Ability and Interpersonal Communications**

- Ability to communicate effectively, orally and in writing, and have strong positive customer service skills.
- Ability to establish and maintain effective working relationships with others.

**Skills, Knowledge and Abilities**

- Substantial working knowledge of Federal, State, County and local regulations, statutes, ordinances and procedures relating to Emergency Management, mitigation, preparedness response and recovery.
- Knowledge of federal and county funding and grant programs related to Emergency Management.
- Knowledge of ICS training level 100, 200 & 300 and NIMS IS-700 & IS-800.
- Knowledge of Microsoft Word, Excel, Access and Outlook software.
- Ability to develop and implement goals and objectives; plan, coordinate, direct and evaluate the work of others; develop and implement policies and procedures; and to supervise personnel in a manner conducive to efficient performance and high morale.
- Ability to set policies and goals for the department with top management guidance.
- Ability to perform widely varied work involving complex and significant variables requiring analytical ability and inductive thinking.

**Physical Requirements**

- Ability to exert moderate physical effort in sedentary to light work, involving standing, walking, stooping, kneeling, and crouching. Ability to handle, finger, and feel. Ability to lift, carry, push, and pull up to 100 pounds.
- Ability to bend, lift and secure patients.

**Working Conditions**

- Work is performed in indoors and outdoors settings as well as emergency vehicle.
- Ability to work under potentially hazardous and uncomfortable conditions in environmental factors including but not limited to temperature variations, odors, toxic agents, violence, noise, vibrations, wetness, close quarters, disease and/or dust.
- This position may be occasionally exposed to mental effort and stress as well as angry, intoxicated or confused persons.
- This position frequently performs work under high attention to detail and deadlines.

**Special Requirement**

As a post-offer pre-employment condition, a criminal background check must be completed and passed. Richland County may disqualify an applicant if the position's responsibilities are substantially related to the applicant's criminal history. Wisconsin's Fair Employment Law, s.111.31-111.395, Wis. Stats., prohibits discrimination because of an arrest or conviction record. Management reserves the right to make employment contingent upon the successful completion of the background check. The cost of the background check will be covered by Richland County.

Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.

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Employee's Signature

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Date

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Supervisor's Signature

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Date