

Bottineau County, North Dakota

Job Description

Job Title: Emergency Manager/911 Coordinator/Weed Officer

Job Status: Full time

Reports to: Commission

FLSA Status: Exempt

Date: August 2017

Emergency Management Job Summary:

The emergency manager works closely with response agencies to collectively prepare the county and its communities to respond to natural and man-made emergencies. In addition the emergency manager is part of the state response system, and in large disasters could contribute to the federal response system. The emphasis is on the protection of the civilian population and property from the forces of nature and man-made disasters through mitigation, preparedness, response and recovery. This position also serves as the County Flood Plain Administrator and FEMA Administrator when necessary.

Essential Job Duties: ** The State Department of Emergency Services has identified the roles and responsibilities of the EM position; they have categorized the duties of an EM by priority. In the essential functions listed below the items that are **top priority are in bold type**, *second priority in italic type*, and tertiary priority in normal type.

- Local Emergency Operations Plan (LEOP) - The emergency manager is responsible for working with county, tribal and city officials, and local responders in development of the LEOP to include:
 - **Incorporation of National Incident Management System including Incident Command System (ICS) and other state/federal mandates into the LEOP**
 - **Develop, review and update the LEOP on a regular basis; ensure all hazards are addressed in the plan**
 - **Identify available resources to include local, private, voluntary and mutual aid**
 - **Conduct a resource gap analysis; conduct planning meetings with agencies identified in the plan to review and identify roles and responsibilities**
 - **Ensure cities are included in the planning process; involve private partners in plan development**
 - **Ensure plan incorporates sheltering, evacuation, mass care, vulnerable populations, public information, resource management, ICS structure and position specific checklists, Emergency Operations Center (EOC) management, hazard-specific operational checklists and other documents based on identified jurisdictional hazards**
 - **Modify the plan based on lessons and new threats**

- **Develop and maintain mutual aid agreements**
- Disaster Response and Recovery - Following a disaster the emergency manager is key in assisting county, tribal and city government, local responders, and citizens in connecting with state and federal assistance programs.
 - **Assist with Preliminary Damage Assessments**
 - **Submit and maintain an approvable Multi-Hazard Mitigation Plan**
 - Schedule applicant briefings after a presidential disaster declaration
 - Schedule Public Officials briefings
 - Ensure the County Commission/Tribal Council designates an applicant agent who will:
 - Submit reimbursement requests with invoice and proof of payment
 - Submit quarterly financial progress reports
- Operations - During a disaster the emergency manager is responsible for assisting responders in establishing the Incident Command System.
 - *Designate and train a backup who can act in the Emergency Manager's absence during an emergency/disaster/catastrophe*
 - *Conduct a thorough initial assessment, to include potential resource needs, and immediately notify the DES Duty officer when an emergency/disaster event is imminent, occurring or has happened. Ensure appropriate agencies and jurisdictions have been notified and briefed as identified in the LEOP*
 - *Evaluate the need for EOC activation; Submit periodic situation reports for DES via WebEOC*
 - *Coordinate with local officials to issue emergency/disaster declarations*
 - *In coordination with the Incident/Unified Command and local EOC*
 - *Assist with the identification and procurement of local, private, voluntary and mutual aid resources as necessary*
 - *Coordinate state and federal assistance through DES when local, private, mutual aid and voluntary resources are exhausted*
- Homeland Security Grant Program - The emergency manager is responsible for working with public safety and public service agencies within the county to identify and prioritize needs (planning, training, exercise, and equipment) to build or enhance capabilities that relate to the prevention of, protection from, response to, and recovery from terrorism.
- Emergency Management Performance Grant - Federal funds through the Emergency Management Performance Grant are available to assist county/city/tribal governments in enhancing and sustaining their emergency management programs. The emergency manager to obtain this funding must:
 - **Submit application to include a budget and work plan that outlines how the emergency manager will sustain and enhance the program**

- **Complete the work plan**
 - **Submit quarterly progress reports on the work plan**
 - **Submit reimbursement requests, including invoice and proof of payment**
 - **Maintain grant records, including the inventory of equipment purchases**
 - Be available for audits of fund utilization
- Local Emergency Planning Committee - The county emergency manager plays a pivotal role in the organization and coordination of actions of the Local Emergency Planning Committee (LEPC):
- *Emergency Preparedness and Community Right-to-Know (EPCRA) requires the LEPC to meet a minimum of twice a year (quarterly meetings are recommended; The emergency manager is the catalyst of the LEPC; maintains Tier II information and knows about EPCRA and hazardous material programs*
 - *Serve as a LEPC member and assist with the facilitation of the following:*
 - *Recruit and maintain LEPC membership representation from a cross-section of the community as directed by the commission*
 - *Provide public information regarding topics such as – meeting announcements, LEPC membership, plan/emergency notification procedures, EPA fact sheets, EPCRA and farmers, EPCRA updates*
 - *Publish annually the location where the public can review documentation*
 - *Maintenance of Tier II facility information and response plans*
 - *Manage training of LEPC members and manpower resources*
 - *Keep minutes and records of all actions*
 - *Ensure a non-lapsing restricted account -- County Hazardous Chemicals Preparedness and Response account is established*
 - *Conduct Tier II site assistance visits and review facility emergency response plans*
- Training - Training, including refresher courses, is vital for local officials, emergency managers and local responders with the emergency manager playing a coordination role in implementing training opportunities and tracking training completions.
- **Complete a training plan for county responders based upon Homeland Security Exercise and Evaluation Program results and NIMS training requirements**
 - **Coordinate NIMS training including Incident Command System training**
 - *Complete a professional self-development training plan*
 - Recruit individuals to participate in training courses
 - Participate in Annual Emergency Management Workshop and Emergency Management Association Workshop

- Coordinate WMD Awareness Courses
- Coordinate Office of Domestic Preparedness training for first responders
- Exercises - Conducting disaster exercises provides a base to establishing a working knowledge of a county's/tribe's abilities and identifying areas where additional planning, training and equipment are needed. County and Tribal emergency managers play a leadership role in conducting regular exercise events.
 - **Develop and submit a three-year exercise plan that follows the principles of the Homeland Security Exercise Evaluation Program (HSEEP)**
 - **Conduct at least one Homeland Security Exercise each year**
 - **Conduct an annual exercise planning workshop**
 - *Conduct weather related warning exercises*
- Emergency Public Information - Media -- both print and electronic -- including local, state and national media, can be demanding but can also play a vital role in getting information out to the citizenry. An understanding of the media -- both print and electronic, including local state and national media and its attitudes and abilities -- can be essential in getting vital information out to the citizenry.
 - *Identify and train designated personnel to serve as Public Information Officers (PIO)*
 - Identify a location(s) for a Joint Information Center (JIC)
 - Conduct public awareness campaigns to include: severe winter weather, severe summer weather, specific hazards and participate in National Preparedness Month
- Citizen Corps - Citizen Corps Councils are organized groups of trained volunteers which can be called upon to assist during disasters doing things such as directing traffic, setting up check-in/check-out stations, distributing food and water, etc.
 - Form Citizen Corps Council(s) within a county/community
 - Establish Community Emergency Response Teams (CERT)
 - Conduct activities to sustain CERT

Weed Officer Job Summary

Individuals in the position assigned this classification are responsible for enforcing the noxious weed laws of North Dakota, and controlling noxious weeds on state and county highway right-of-ways. City and county property are also included.

Essential Job Duties:

- Make educational presentations to landowners, township officers, and other groups when requested.
- Keep up-to-date with new chemistry in noxious weed control. Keep current with advancements in technology in spraying, record-keeping, scouting, etc.
- Supervise any seasonal employees that may be hired during the summer months to assist with weed control and/or serve as the main point of contact for contractors hired for weed control services.
- Scout and be aware of noxious and new weeds coming into Bottineau County.
- Maintain a good working relationship with Bottineau County residents, Bottineau County government entities, and area landowners.
- Stay current on state and county funding, being aware of grants that are available through other agencies.
- Maintain county membership in the North Dakota Weed Control Association.
- Become certified in the Weed Free Forage Program offered through the North Dakota Department of Agriculture.
- Control and maintain inventory.
- Prepare and process all required paperwork and reports.

911 Coordinator Job Summary

Perform a variety of routine and complex administrative, and professional responsibilities in providing public safety emergency dispatch communications, with regard to the planning, organizing, coordinating and managing the 911 emergency communications system.

Essential Responsibilities and Duties:

- Assess the costs and benefits of a countywide technology upgrade and justify spending to final decision makers.
- Determine short- and long-term training and development needs for 911 Department and dispatchers in line with departmental goals.
- Develop, implement, and manage the 911 Communications budget, forecast future budgeting, expenditures and capital improvement needs, submitting information to the County Board of Commissioners as needed.
- Determine the department's financial priorities and prepare long-range strategic action plans and objectives. Pursue a 911-fee increase from the voters when needed, with permission of Commissioners.
- Work closely with IT to ensure a high level of operational effectiveness and maintenance of equipment, hardware and software. Maintain working knowledge of all PSAP equipment to troubleshoot and correct technical problems with IT.
- Work with a wide range of vendors for compatible 911 equipment, and negotiate to purchase systems and the best level of service possible for the Dispatch Center's technology.

- Prepare and administer maintenance agreements for the County radio tower, related county base stations, repeaters, radios and the county paging system.
- Apply for and maintain Federal Communication Commission (FCC) radio licenses for local government agencies including the required licenses for the Communications Center.
- Serve as member on Emergency Medical Services (EMS) council, attending quarterly meetings. Research pertinent issues as needed; provide statistics, and reports monthly. Be a resource to all Emergency Medical response units, and assist whenever needed, such as unique scheduling and coverage needs.
- Write for and administer grants when available through the Division of Emergency Management when goals meet county needs.
- Provide direct oversight to plan, organize, implement and maintain the 911 emergency telephone system; maintain the address 911 database; provide 911-address information and coordinate with the Postal Service as required. Plan and direct the work of staff to provide 911 addresses for all areas of the county that are not within incorporated city limits; work with appropriate city officials to provide all other 911 addresses; provide master street address records to phone companies as needed, and resolve discrepancies when requested.
- Direct, improve and maintain the changes to the 911 GIS mapping system that displays all roads, emergency service zones, responders and cellular towers, which is an integral part of the emergency response system.
- Plan, organize and manage the county emergency alerting system, and coordinate with cities to maintain their outdoor warning sirens.
- Attend state meetings relating to 911; review and keep abreast of laws and revisions relating to 911.
- Assist in training Dispatch personnel in the operation of 911 emergency system equipment, software and rural addressing. Ensure that personnel meet state training requirements, and coordinate medical training when needed.
- Provide the public and media with timely news releases as necessary.

JOB QUALIFICATIONS, EDUCATION & EXPERIENCE

- Minimum qualifications include at least 2 years of college (preferably a Bachelor's degree) and at least two to four years of professional work experience in emergency management, education, public or business administration and at least 2 years' experience with Emergency Communications equipment.
- Professional work experience in emergency management, education, public or business administration, operational planning or research may substitute for the education requirement on a year-for-year basis.

- As the administrative head of a department that is required by law, this position is exempt from the Veteran's Preference provisions in the State of North Dakota.
- Must have or be able to obtain a commercial applicator's certification from the North Dakota State University, Pesticide Division.
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WORKING CONDITIONS AND PHYSICAL DEMANDS

- Under normal (non-emergency) working conditions, performs duties in both an indoor and outdoor environment, Monday through Friday during normal office hours; ability to work outside of these hours is required at times for meetings, etc.
- Individual must be able to lift, drag and pull up to 75 lbs and occasionally kneel, bend, stretch and reach. Must be able to see clearly (with or without eyewear), hear clearly to use radios and phones, and have the ability to speak clearly for verbal communication.
- Must be on call 24/7 for emergencies and be capable of responding on-site when necessary. Stress levels may become very high during times of an emergency. If unable to be on call must arrange for someone to cover in your absence.
- Standard county office hours are observed when possible; however, during the spraying season, this position often requires flexibility (very early mornings and late evenings in the summer-time), in order to accommodate appropriate weather conditions for weed control.
- The employee is frequently required to sit and talk or hear for extended periods of time; use hands and fingers to handle or feel objects, tools, or controls; and reach with hands and arms.
- Specific vision abilities required by this job include close vision, and the ability to adjust focus.
- The employee must be able to think, reason, and analyze multiple issues for *extended periods of time*.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The environment will vary widely due to the nature of this combined position.

SUPERVISORY RESPONSIBILITIES:

None, however this position does help to provide general oversight and guidance to the Dispatch department as it relates to 911 needs.

The above statements are intended to describe the general nature and level of work performed by an individual assigned to this job classification. They are not intended to be an exhaustive list of all responsibilities and duties required of people assigned to this job classification.