

**POSITION DESCRIPTION
COUNTY OF MONTGOMERY, INDIANA**

POSITION: Deputy Director
DEPARTMENT: Emergency Management & Homeland Security
WORK SCHEDULE: 8:00 a.m.-4:30 p.m., M-F
JOB CATEGORY: PAT (Professional, Administrative, Technological)

DATE WRITTEN: January 2024

STATUS: Full-time

DATE REVISED:

FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The County of Montgomery provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless those accommodations would present an undue hardship.

Incumbent serves as Deputy Director for the Montgomery County Emergency Management & Homeland Security Department, responsible for assisting with developing, coordinating, and implementing all activities of the program and performing duties of Executive Director in their absence.

DUTIES:

Performs duties of Director in their absence.

Supervises assigned staff, including analyzing workloads, interviewing applicants and making hiring recommendations, orienting new subordinates, evaluating performance results, and keeping supervisor and assigned staff informed of organizational developments.

Prepares, updates, creates, and presents County-wide emergency and mitigation plans, updating them within grant cycle and on a regular basis, including event, safety, school, daycare, and long-term care facility plans.

Updates and deploys resources, including emergency response trailer, multi-use trailer, message boards, roadblock delineator posts and jersey barriers, HAZMAT trailer, mass casualty trailer, Polaris Rangers, car hauler trailer, refrigerated semi trailer, emergency response vehicles, forklift, generators, and mobile light towers.

Performs weekly maintenance of all vehicles and equipment, including testing, scheduling, and completing routine maintenance and repairs as needed, ensuring maintenance of related records as required.

Provides schedule, binder, and maintenance for Public Safety Building, including cleaning and upkeep of facility, and communicates with County and City officials about building and equipment repair updates.

Completes lawncare and landscaping duties on grounds of Public Safety Building, including mowing, weed-eating, weed control, and snow removal.

Answers telephone and greets office visitors, answering questions and providing information and assistance, responding to inquiries, complaints, or requests for service, initiating problem resolution, and directing callers to appropriate individual or department.

Prepares correspondence and reports, collects and distributes incoming mail, sends and receives faxes, makes copies, and performs other office-related work as needed.

Coordinates with many public and private agencies for storage needs within Public Safety Building.

Serves as member and leader of Community Emergency Response Team (CERT) and, in absence of Executive Director, coordinates monthly meetings, training, events, and deployments, including mass casualty, search and rescue, firefighter rehabilitation, and traffic control.

Serves on Local Emergency Planning Committee (LEPC) as proxy for Executive Director, coordinating training and exercises, developing annual LEPC HAZMAT plan, and submitting timely reports to State for compliance and grant funding.

Acts as proxy for Executive Director for Healthcare Coalition (HCC) and District Planning Council (DPC), attending all meetings, training, and exercises in their absence.

Assists in conducting emergency drills and exercises compliant with Homeland Security Exercise Evaluation Program, including workshops, tabletop exercises, functional exercises, full-scale exercises, and Integrated Preparedness Planning Workshop.

Coordinates logistical needs for community events, Public Safety Building, deliveries, and overall management of space and training schedule.

Provides resources for County and City Police, Fire Departments, and Emergency Medical Services (EMS) during events, incidents, and disasters.

Attends required FEMA/Homeland Security classroom training, including any other duties required in EMPG Salary Reimbursement Grant, successfully completing all required computer-based FEMA training within established timelines.

Testifies in legal proceedings and court as required.

Serves on 24-hour call and responds swiftly, rationally, and decisively to emergencies from off-duty status in event of Executive Director's absence.

Performs other related duties as assigned.

I. JOB REQUIREMENTS:

High school diploma or HSE.

Must be at least 18 years of age.

Possession of and/or ability to obtain and maintain National Incident Management System (NIMS), FEMA, HAZMAT, CERT, Train the Trainer, and Indiana Department of Homeland Security (IDHS) certifications and training.

Practical knowledge of and ability to make practical application of local, State, and Federal emergency management regulations, and policies and procedures during varied situations and ability to study, learn, and receive proper training in emergency management from Indiana Department of Homeland Security (IDHS) and other agencies.

Practical knowledge of Department practices, procedures, hardware, and software applications, including but not limited to use of GIS database, word processing, spreadsheets, and emergency management websites.

Practical knowledge of and ability to make practical application of County geography and streets/roads, weather patterns, disaster planning, hazardous materials, water rescue, natural disasters, and fire, law enforcement, and emergency medical services.

Practical knowledge of and ability to make practical application of budget and grant preparation and administration and to prepare documents and reports as required.

Working knowledge of standard English spelling, grammar, and punctuation, and ability to prepare correspondence and other documents.

Knowledge and ability to use Indiana Grants Management System (IGMS) for funding application and management.

Knowledge of basic filing systems and ability to maintain accurate and complete department files and records.

Ability to perform duties of Director in their absence.

Ability to supervise assigned staff, including analyzing workloads, interviewing applicants and making hiring recommendations, orienting new subordinates, evaluating performance results, and keeping supervisor and assigned staff informed of organizational developments.

Ability to file, post, and mail materials, copy data from one document to another, and interview to obtain information.

Ability to write and edit reports and news releases and prepare and give presentations and interview people.

Ability to read and interpret detailed prints, sketches, layouts, specifications, and maps.

Ability to effectively communicate orally and in writing with co-workers, other County and City departments, FEMA, IDHS, HCC, contractors, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to properly operate standard Department equipment and tools, including computer, calculator, copier, fax machine, telephone, trailers, vehicles, message boards, light towers, Polaris Rangers, forklift, and loading docks.

Ability to provide public access to and maintain confidentiality of Department information and records according to State requirements.

Shall comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to understand, memorize, retain, and carry out written and oral instructions, and present findings in oral or written form.

Ability to use data to compare or observe similarities and differences between data, people, or things, compile, collate, classify, analyze, evaluate, observe, diagnose, and investigate, coordinate, place, make determinations, and take action based on data analysis.

Ability to work alone with minimum supervision, with others in a team environment, and on several tasks at the same time.

Ability to apply knowledge of people and/or locations, and plan and layout assigned work projects.

Ability to calculate, count, and perform additions/subtractions and simple arithmetic.

Ability to plan and present public speaking presentations.

Ability to testify in legal proceedings and court.

Ability to regularly work extended and evening hours, occasionally work weekend hours, regularly travel out of town, sometimes overnight, for meetings and events, and respond to emergencies on a 24-hour basis and serve on call on rotation basis.

Possession of a valid driver's license and demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent performs a wide array of complex duties involving past precedents and new developments. Incumbent operates within general guidelines and rules, exercising discretion and independent judgment in selecting the appropriate guidelines and/or rules to apply to specific cases or circumstances.

III. RESPONSIBILITY:

Incumbent performs assignments that are guided by definite objectives using a variety of methods or procedures. Incumbent plans and arranges own work and only refers to supervisor for unusual matters, such as policy interpretations. Frequently, decisions are made which are restricted only by organization-wide policies, with little direct guidance from supervisor. Work is primarily reviewed for appropriate supervision or direction of assigned operations and compliance with legal requirements.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County and City departments, FEMA, IDHS, HCC, contractors, and the public, for the purpose of exchanging information, rendering services, instructing, negotiating, and mentoring.

Incumbent reports directly to Director.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs majority of duties in a standard office environment, storeroom, and garage/shop, involving sitting/walking at will, sitting/standing/walking for long periods, lifting/carrying/pushing/pulling objects weighing less than 75 pounds, crouching/kneeling, reaching, bending, keyboarding, close/far vision, color/depth perception, handling/grasping/fingering objects, speaking clearly, hearing sounds/communication, and driving.

Incumbent responds to situations involving potential physical harm to self and others. Incumbent works in extreme hot or cold temperatures, near fumes, odors, dust, and dirt, in a noisy environment, in confined areas, in wet/icy surroundings, and with or near chemicals, and wears protective clothing and equipment.

Incumbent is regularly required to work extended and evening hours, occasionally work weekend hours, regularly travel out of town, sometimes overnight, for meetings and events. Incumbent is required to respond to emergencies on a 24-hour basis and serves on call on rotation basis.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Deputy Director for the Montgomery County Emergency Management & Homeland Security Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes _____ No _____

Applicant/Employee Signature

Date

Print/Type Name