

LINCOLN COUNTY
Job Description

Position Title:	EMA Deputy Director
Department:	Emergency Management
Reports To:	EMA Director
Supervises:	N/A
Oversees:	Contracted Service Providers
FLSA Status:	Non-Exempt
Last Revised/Approved:	December 2022

POSITION SUMMARY:

The EMA Deputy Director assists the EMA Director in serving the needs of the County's residents, municipalities, first responder agencies, and non-government organizations. The Deputy Director will perform duties assisting with program management, public outreach, planning, research, resource management, grant management, communications, public information and administrative organization. The Deputy Director is able to provide departmental leadership in the Director's absence.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Activates and manages the County EOC in the Director's absence, or as directed.
2. Respond to and represent Lincoln County EMA by assisting local public safety agencies with coordination of emergencies and disasters. This will require reporting for duty at the discretion of the Director with short or no notice and may require staying on duty for several days and nights.
3. Assist the Director with creating, and modifying department policies, procedures, and protocols.
4. Effectively promote, engage, and communicate EMA programs to the public and all agencies served with the resources available.
5. Code and submit all invoices to the finance department.
6. Develop and maintain MOU's for resources with various groups and organizations, public and private.
7. Assist the EMA Director to complete various EMA projects.
8. Support Lincoln County EMA emergency response teams as needed.
9. Ensure online programs and platforms owned and/or used by EMA are in operational and functional status.
10. Represents Lincoln County EMA at various conferences.
11. Maintain and regularly update the department website and social media sites with EMA programs, and relevant information for the citizens of Lincoln County.
12. Administer and maintain the Project Lifesaver program including all data, filing, training, certifications and equipment.
13. Assists EMA Director in developing the annual meeting and training schedules.
14. Assists in providing logistical support for meetings, drills, exercises, and requests for assistance.
15. Complete M,W, F radio checks with MEMA and monthly IPAWS test.

16. Supports other county-level EMA directors who may be assigned to serve Lincoln County in the event the normally assigned EMA Director is unavailable or incapacitated, and is prepared to assist other county-level EMA's in accordance with established state-wide mutual aid agreements.
17. Participates in personal protective equipment (PPE) training and uses the appropriate PPE as required in the Certification of Hazard Assessment.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Performs other duties as assigned.
 2. Maintain necessary supply levels of all materials including office supplies and special materials needed for incidents.
 3. Attend Lincoln County Fire Chief's Association meetings.
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GENERAL EXPECTATIONS:

1. Be committed to the mission of Lincoln County.
 2. Understand and work within Lincoln County Government and Emergency Management Agency Department Policies and Procedures.
 3. Work as a member of a team in the performance of duties.
 4. Be reliable and trustworthy.
 5. Be well organized.
 6. Be punctual for scheduled work and use time efficiently.
 7. Work harmoniously with County staff, EMA volunteers, public safety organizations and the public.
 8. Perform duties in a conscientious and cooperative manner.
 9. Work collaboratively as a member of a team with various groups of staff depending on the issue addressed.
 10. Perform work in a timely fashion with a minimum of errors.
 11. Be neat and maintain a professional appearance.
 12. Posses a valid Maine drivers license.
 13. Maintain confidence and protect the County by keeping confidential information concerning County business confidential.
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PHYSICAL REQUIREMENTS:

The physical requirements described here are representative of those that must be met by the Incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Office, the employee is regularly required to sit, talk and hear. He/she will be required to stand, walk and use hands to employ office equipment including fingering a standard computer keyboard. The employee must be able to occasionally lift and/or move up to fifty (50) pounds. Vision requirements include: close vision, distance vision, depth perception, and the ability to adjust focus. The employee will be required to operate a motor vehicle. Must be physically fit to perform multi-task duties in emergency situations, and be able to wear/use appropriate personal protective equipment.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those the incumbent encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet. Some work time is spent outdoors in all seasons and weather. Although the work day tends to be predictable, emergencies do arise requiring an immediate response. Unless coverage has been arranged, the EMA Deputy Director must be available to respond to emergencies 24/7 in the absence of the Director and to assist the Director during emergency situations and disaster declarations. May be a need for additional hours and evening work to attend meetings, trainings, etc.

QUALIFICATIONS NEEDED FOR POSITION:

Experience and Skill Requirements: The following experience and skills are considered essential:

- At least 2-3 years of emergency management or public safety experience required.
- Excellent communication skills and team building ability.
- Ability to communicate effectively both orally and in writing, including ability to develop training plans, procedures, and other written materials.
- Ability to use computers to add efficiencies to operations, including the use of Microsoft Office products, website development programs, D4H database software and social media outlets.
- Ability to actively listen and to accept criticism.
- Experience using radio communications equipment.
- Ability to operate and maintain a variety of equipment including trailers, generators, UTVs, light towers.
- Ability to resolve conflicts successfully, strong negotiation skills and strong public relations skills.
- Must be eligible for security clearance.

Education Requirements: The following education requirements are considered essential:

- Completion of High School or equivalent required; knowledge of computer operations, filing and general office procedures required.
 - Working knowledge of federal, state, and local laws and ordinances as related to the position required.
 - Completion of National Incident Management System (NIMS) coursework, FEMA Professional Development Series (PDS) and Emergency Management Performance Grant (EMPG) training as required by current state standards, within one year of hire.
 - Current certifications, including: Certified Emergency Manager-Maine (CEM-ME), IS 100, 200, 300, 400 and 700, desirable.
 - A valid FCC amateur radio license is preferred.
 - A valid State of Maine driver's license and clean driving record is required.
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** All requirements and skills are considered to be essential,

unless otherwise indicated. **

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature

Date

Supervisor Signature

Date