

LINCOLN COUNTY Job Description

Position Title:	EMA Deputy Director
Department:	Emergency Management
Reports To:	EMA Director
Supervises:	N/A
Oversees:	Contracted Service Providers, CERT Team Members
FLSA Status:	Exempt
Last Revised/Approved:	June 2026
Position Grade	Grade 12

POSITION SUMMARY:

The EMA Deputy Director assists the EMA Director by supporting County emergency preparedness, response, recovery, and mitigation efforts. Together, they serve 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 provides departmental leadership in the Director's absence.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Assists the EMA Director in the daily administration of duties that support the preparedness, response, recovery and mitigation efforts necessary for agency goals.
2. Activates and manages the County Emergency Operations Center (EOC) in the Director's absence, or as directed.
3. Responds to and represents 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.
4. Assists the Director with creating and modifying department policies, procedures, and protocols.
5. Effectively promotes, engages, and communicates EMA programs to the public and all agencies served with the resources available.
6. Develops and maintains Memorandums of Understanding (MOUs) for resources with various groups and organizations both public and private.
7. Supports local Lincoln County EMA emergency response teams as needed.
8. Ensures online programs and platforms owned and/or used by EMA are in operational and functional status and presents solutions to address inadequacies.
9. Represents Lincoln County EMA at various conferences and meetings at the EMA Director's discretion.
10. Maintains and regularly updates the department website and social media sites with EMA programs, and relevant information for the citizens of Lincoln County.
11. Supports Lincoln County Community Emergency Response Team (CERT) and additional EMA volunteer programs including collecting data, filing records, recording training and certifications, and tracking equipment.

12. Assists EMA Director in developing meeting and training schedules.
13. Provides logistical support for meetings, drills, exercises, and requests for assistance.
14. Completes scheduled radio checks with Maine Emergency Management Agency (MEMA) and monthly Integrated Public Alert & Warning System (IPAWS) test.
15. Serves as the point of contact and 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. Is prepared to assist other county-level EMAs 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. Maintains necessary supply levels of all materials including office supplies and special materials needed for incidents.
-

GENERAL EXPECTATIONS:

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

MINIMUM 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.
- An Associate's degree in a field related to emergency management or public administration. Relevant experience can substitute on a year for year basis.
- Excellent communication skills and team building ability.
- Ability to communicate effectively both orally and in writing, including the ability to develop training plans, procedures, and other written materials.
- Ability to use computers to add efficiencies to operations, including the use of Microsoft 365, website development programs, D4H database software, and social media platforms.
- Experience using radio communications equipment.
- A valid State of Maine driver's license and clean driving record.

- Must be eligible for security clearance.

PREFERRED QUALIFICATIONS NEEDED FOR POSITION:

The following experience and skills are not essential but ideal candidates will often possess one or more of the following:

- A Bachelor's or Master's degree in a field related to Emergency Management.
- First Responder experience and/or certifications
- Volunteer Coordination experience
- Lived experience coordinating or participating in emergency management procedures
- Holds or obtains and maintains the following certifications within one year of initial appointment: Completion of National Incident Management System (NIMS) coursework, FEMA Professional Development Series (PDS)
- Current certifications, including Basic Emergency Manager-Maine (BEM-MEIS 100, 200, 300, 400 and 700, desirable
- Advanced radio communications credentials such as HAM radio licensure

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Federal and State Laws pertaining to Emergency Management and Homeland Security.
- Ability to actively listen and accept criticism.
- Ability to operate and maintain a variety of equipment including trailers, generators, UTVs, and light towers.
- Ability to resolve conflicts successfully, strong negotiation skills, and strong public relations skills.
- Working knowledge of federal, state, and local laws and ordinances related to the position.
- A comfort with public speaking and describing complex and highly technical concepts using accessible language.
- Ability to work with minimal supervision

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 position, the incumbent 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. Hearing requirements include radio monitoring and vocal response and telephone usage while in an emergency setting. The employee will be required to operate a motor vehicle, including trailering equipment to various locations. Must be physically fit to perform multi-task duties in emergency situations and be able to wear/use appropriate personal protective equipment. Occasional maritime travel to remote islands as needed.

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 workday 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 needed for additional hours and evening work to attend meetings, trainings, etc.

** 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