

Emergency Management Specialist II



Position Description

Status

Regular Full Time

Compensation

B23

Bargaining Unit

Non-bargaining

Reports to

Deputy Emergency Management Coordinator

Supervises

none

Position Category

Generalist

Summary

This position performs administrative and technical work within the county emergency management division. Develops, plans and organizes programs to meet radiological disasters and related emergencies in Allegan County; Assists in coordinating disaster services of the county relief forces and provides liaison activities with the Palisades Nuclear Plant; Leads extensive citizen awareness and education activities and programs. Assists the county and its local jurisdictions in planning, organization, equipment, training and exercising the County Radiological Emergency Preparedness Program.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Assists in planning and coordinating Radiological Emergency Preparedness (REP) operations to support the goals and objectives of the emergency management division.
2. Contributes to the development and implementation of REP strategies, policies, and procedures to ensure effective response capabilities.
3. Assists in designing and delivering information and training programs to educate first responder partners and the general public about radiological emergency preparedness.
4. Prepares and delivers public presentations and participate in community events and functions to enhance awareness and readiness for radiological emergencies.
5. Operates and maintains technical equipment essential for radiological emergency management, ensuring proper functionality and readiness for deployment.
6. Assists in tracking and maintaining inventories of equipment, facilities and resources to support efficient emergency response operations.
7. Coordinate the recruitment and training of volunteer personnel and partner agencies to support and enhance the county's radiological emergency response capabilities.
8. Develops and implements programs to integrate volunteers and agencies into the county's emergency response framework effectively.

9. Assists in developing Emergency Operations Plans and REP SOP's in coordination with responsible officials and department heads.

Competencies

- Customer Focus
- Teamwork
- Employee Engagement
- Process Focus
- Financial Resources
- Goal/Results Oriented
- Communication
- Leadership & Influence
- Decision Making & Judgement
- Analysis & Problem Solving

Supervisory Responsibility

This position does not have direct supervisory responsibilities.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to express oneself and exchange information both verbally and in writing. The employee is frequently required to move about the office environment; operate a computer and other office machinery; and move or transport files or other items to meetings and other office spaces. This is largely a sedentary role; however, some filing is required. The ability to open filing cabinets and bend or stand on a stool as necessary is required. Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Travel

Travel may be required throughout the County.

Required Education and Experience

1. Bachelor's Degree in Emergency Management, Radiological Emergency Response, Homeland Security, Law Enforcement, Criminal Justice or related field
2. Three (3) years of progressively responsible experience in coordinating emergency planning, public policy, and resource management or distribution.
3. OSHA HAZWOPER Certified within 12 months of hire
4. Previous completion of specialized training in radiological emergency preparedness

5. Knowledge of the principles and common practices of REP Program and the technical equipment and methods utilized in the field or ability and willingness to be trained
6. Knowledge of emergency management related governmental organizations and functions
7. Ability to work effectively with local, state and federal agencies, private organizations and the public.
8. Ability to exercise good judgment in evaluating and responding to radiological emergency and radiological disaster situations.
9. Effective writing skills

Other Duties

Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Allegan County.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signature

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee_____Date_____