

## **Job Description**

### **Position: Emergency Management, Director**

Qualifications: Must be certified as an Emergency Manager in the state of Nebraska by attending the Basic Academy. Certification must be valid at the time of hiring or be achieved within twelve months of the date of hire.

Must show evidence of experience in occupations, which, by their nature, extent and progressive importance, demonstrate the individual's ability to manage the emergency management program.

The Emergency Manager must demonstrate a high degree of discretion and confidentiality and exercise a high level of independent judgement in matters affecting individual and community safety, public health, public and private emergency preparedness, cost analysis, emergency financial and equipment, expenditures and operation of the Knox County Emergency Management Agency.

**Experience:** Desired experience includes emergency management training and emergency operations. A working familiarity with law enforcement, firefighting and EMS operations is desirable.

**Job Responsibilities:** Job responsibilities shall include but not be limited to:

- Identify and analyze the natural and technological hazards that pose potential threats and significant consequences to Knox County and its communities.
- Develop an effective disaster prevention, preparedness, response and recover system for Knox County and communities within the county.
- Review and revise existing emergency management-related plans; develop new plans as required; maintain up-to-date plans.
- Assist in maintaining a current Local Emergency Operations Plan to include all LEOP annexes and hazardous materials sections.
- Work with local officials in the development of hazard mitigation programs to eliminate or reduce potential hazards.
- Keep governing bodies informed of emergency management issues.
- Notify state and local officials of emergency situation.
- Identify personnel and material from government and the private sector that would be available in an emergency.