

# Shelby County

An Equal Opportunity Employer

## Position Description

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Office /Agency:	Board of Commissioners	Employee Name:	_____
Class Title:	Disaster Services	Position Title:	Emergency Management Specialist
Class Number:	_____	Position Number:	_____

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Dept./Div.	Emergency Management	Civil Service Status:	Unclassified
Unit:		Employment Status:	Full Time
Reports To:	EMA Director	FLSA Status:	Exempt
Pos.# of Supervisor:	_____	Pay:	Hourly

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### Job Responsibilities:

Under the direction of the EMA Director/ Executive Committee, assist the EMA director with administering the county emergency management and the county safety program; by means of prevention, preparedness, mitigation, response, and recovery capabilities through regional and local coordination and public safety planning for the occurrence of natural and man-made (all-hazards) emergencies and disasters, fulfilling requirements of the Ohio Revised Code (ORC) 5502 and 3750.

### Qualifications:

Completion of secondary education plus; twelve months training and/or experience in Emergency Management. Completion of FEMA Independent Study Courses (IS-100, IS-200, IS-700, and IS-800) as well as ICS-300 and ICS-400 is preferred, but not required. Proven experience in developing and updating emergency management plans is essential.

Incumbent is subject to drug and alcohol testing based upon reasonable suspicion of being under the influence of drugs or alcohol while on duty.

### Licensure or Certification Requirements:

Training must be kept up to date as required by the Ohio Revised Code and must have completed required training within first three (3) years of appointment. Possession of a valid Ohio Driver's License.

**Equipment Operated/ Knowledgeable in:** The following are examples only and are not intended to be all inclusive:

For the purpose of emergency planning: word processing, spreadsheet, database, presentation, Internet, e-mail, social media, or other software, and operates general office or other equipment as necessary to complete essential functions.

Knowledgeable in Microsoft Office programs such as Word, Excel, Publisher, PowerPoint, as well as specialized software such as \*WebEOC, \*CAMEO Suite, \*Marplot, \*Aloha.

Knowledgeable of two-way radio operations, weather monitors.

Operates an emergency staff vehicle.

(\* indicates developed after employment)

**Inherently Hazardous or Physically Demanding Work Conditions:**

Potential exposure to hazards related to various disaster scenes. (e.g., debris, chemical releases, rough terrain, flooding, inclement weather, injured victims, etc.).

**Job Description and Worker Characteristics:**  
**Job duties in order of importance.**

**Essential functions of the position:** For purposes of 42 USC 12101

- 50% Leads or assists in the creation, review, and revision of key emergency management plans, including but not limited to the Emergency Operations Plan (EOP), Family Assistance Center Plan, Debris Management Plan, Long-Term Recovery Plan, Hazard Mitigation Plan, etc. Ensures that all plans are compliant with applicable local, state, and federal guidelines. Coordinates with internal departments, external partners, and stakeholders to gather input.
- 25% Strengthens all-hazards response to include: responds to EOC or emergency at the request of the Director; maintains inventory records; updates and maintains Resource Manual (e.g., directory of contacts, database for assets); assists in maintaining EMA and Homeland Security equipment and vehicle for operational readiness.
- 15 % Assists in planning and administers the County Emergency Management and SARA Title III programs; maintains current data in CAMEO software suite, assists in conducting facility site visits to develop and maintain hazard risk assessments for facilities.
- 10% Attends meetings, seminars, and training sessions to maintain knowledge of new program developments, requirements, and procedures. Participates in workshops, drills, and exercises. Assists in presenting programs to the public at various community meetings and functions.

**Additional Functions**

Prepares or completes various forms, reports, correspondence, and other documentation including social media, equipment lists, inventories, directories, contact lists, preparedness presentations, meeting agendas, meeting minutes, compiles data for use in department reports, maintains computerized and/or hardcopy records.

Incumbent must meet all job safety requirements and all applicable OSHA safety standards that pertain to essential functions; demonstrates regular and predictable attendance. Performs other duties as required. This position requires maintaining 24-hour on-call availability and the ability to work extended shifts (12+ hours) during emergency situations. Must also be prepared to assume leadership responsibilities in the absence of the Director.