

**SAN MIGUEL COUNTY
EMERGENCY MANAGEMENT DIVISION
EMERGENCY MANAGER
JOB DESCRIPTION**

Supervisory Position Range I

Salary: \$37,100.00 to \$70,000.00
Status: Exempt Position
FLSA: Exempt Position

Definition

This position is responsible to work toward coordinating an effective Public Safety operation, for preparing, developing public safety services to include Emergency Preparedness, Fire Service, Safety and fleet management efforts within San Miguel County. To maintain the liaison with and to cooperate with the New Mexico Department of Homeland Security/Emergency Management and other Emergency Preparedness agencies and organizations of other political divisions and of the state government. Also to coordinate the development of the San Miguel County Emergency Operations Plan (EOP) for the protection of life and property adequate to cope with disasters resulting from acts of war or sabotage, from natural or man-made causes and to coordinate the implementation of set plans during periods of emergency.

Supervision

This position is responsible to the San Miguel County Manager. The position requires supervision of the San Miguel County Fire Chief, NIMS Coordinator, Safety Coordinator and Administrative Assistant within the Office of Emergency Management. This position does have authority to act on behalf of San Miguel County in the above-mentioned situations.

Examples of Work Performed

Will coordinate the development and implementation of comprehensive emergency programs and activities.

Will act as the emergency preparedness advisor for county and city governments.

Will coordinate the implementation of programs activities, plans and procedures, which will cover natural, man-made and wartime emergency events.

Will identify and coordinate the applications and use of available resources and capabilities.

Will develop and conduct training and education activities to improve local response capabilities and to inform the public.

Will prepare and oversee the implementation of a personnel and operational budget on a yearly basis (July- June).

Will perform internal investigations as requested by San Miguel County Manager.

Will make sure and oversee that quarterly drawdown reports, special project grant reports are prepared and submitted to the finance supervisor and the appropriate state government entity as they are referred to toward Emergency Preparedness and as required.

Will make sure and oversee that the grant application requests for funding for the Fire, Safety Division are prepared and submitted by the Fire Chief and Safety Coordinator to the Board of County Commissioners, County Manager, Finance Supervisor and appropriate state government entity as required

Will review and oversee to insure compliance with state procurement regulations and proper procurement processes are being followed within the San Miguel County Fire, Safety Divisions. That the proper documents are being prepared and submitted by the Fire Chief and Safety Coordinator to the Board of County Commissioners, County Manager, and Finance Supervisor as required.

Will make sure and oversee that the Safety Coordinator develops, implements and enforces a County Wide Safety Program to include but not limited to Fleet Management of equipment and vehicles for inventory and record. Inspection of Fleet and equipment as it relates to safety issues. Investigate safety related events such as claims of injury, property damages, and as directed by the County Manager and Emergency Manager.

Will make sure and oversee that the personnel and operational budgets are prepared and submitted by the Fire, Safety Division on a bi-annual basis (Mid-year & New Year).

Will make sure and oversee that the Fire Chief and Safety Coordinator develop and create good working policies and procedures within their disciplines, to also ensure that the Fire Chief and Safety Coordinator properly follow already existing county policies and procedures

Will make sure and oversee that grant application requests for funding are prepared and submitted on a yearly basis for the Emergency Management Performance Grant and State Homeland Security Grant Program to the New Mexico Department of Homeland Security/ Emergency Management Office.

Will formulate and oversee a meeting of the Local Emergency Planning Committee on a monthly basis (Second Wednesday of each Month) and record such meetings.

Will perform supervision of the Fire Division Chief, NIMS Coordinator, Safety Coordinator and the Administrative Assistant for the Office of Emergency Management to ensure the policies and responsibilities for San Miguel County is being implemented and being properly performed by these personnel.

Qualifications

High school diploma or GED equivalent, minimum of 10 years of experience in a governmental or private setting performing in emergency management or related positions. Must possess a valid New Mexico driver's license and a good driving record at all times while employed as an Emergency Management Program Supervisor. Must have prior experience in governmental procuring and receiving of items procured through the use of governmental funds. This position is safety sensitive and is subject to drug testing.

Special Skills or Requirements

Must be able to communicate verbally and in writing on a daily basis. Must be knowledgeable and productive in the use of computers and software in completing assignments. Examples of software utilized include Microsoft Word, Excel, Power Point, etc.

Must be able to manage problems and motivate people to coordinate multi-agency activities, ability to meet and deal with government officials and the public, and to complete tasks under pressure and adverse conditions.

Must be able to respond to calls after hours and work in inclement working conditions. As well as attend meetings during and after hours.

Must be able to address groups of 15 or more individuals on issues involving planning, coordinating and implementation of emergency situations.

May be required to travel in and out of State for training and/ or educational purpose

Physical Requirements

Mobility Factor: Walk 30%, Sit 30%, Run 5%
Primary Work Position: Stand 20%, Kneel 10%, Squat 5%

Special Movements

Back: Bends regularly, stands regularly, sits and squats regularly

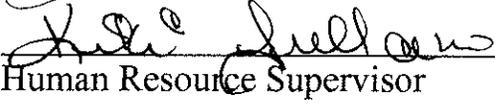
Arms: Reaches 2-4 feet, lifts and carries regularly from 1 to 50 lbs. a maximum distance of 100 feet. Lifts from floor to waist a maximum of 50 lbs.

Legs: Bends, walks, kneels, squats often, and climbs often.

Hands: Gross dexterity- regularly, grasps/manipulates- frequently, speed required- often, bilateral coordination- frequently, continuous eye/hand coordination.

JOB DESCRIPTION APPROVED BY THE SAN MIGUEL COUNTY BOARD OF COMMISSIONERS ON April 29, 2015.


County Manager 5/1/15
Date


Human Resource Supervisor 5/4/15
Date

Supervisor Date

Employee Date