

**Job Title:** Carbon County Emergency Management Coordinator

**Salary Range:** \$50,000 to \$65,000, dependent upon experience

**FLSA:** Non-Exempt

**Reports to:** Carbon County Fire Warden

**Terms of Employment:** At will, full-time, with benefits.

**Location:** Primary office will be in Rawlins, located at the County Seat

**Minimum Qualifications:** Any combination of education and experience equivalent to an Associates Degree in Emergency Management or Administration or related major and eight years in emergency management field services including three years in a supervisory capacity. Experience working with an incident command system preferred. Must possess and maintain a valid Wyoming driver's license with a suitable driver's history. Must be able to pass a background check. The emergency manager for Carbon County is not an on call emergency responder for day to day emergencies, however will be utilized for long term emergencies lasting 24 hours or more, and may provide on-call coverage as necessary for the Carbon County Emergency Services Department.

**Structure/office hours for position:** The Emergency Management Coordinator may act within the Incident Management Team as one of the general staff. This will not include shelter operations as he/she is designated as the shelter point of contact. Emergency dispatch centers will be used for emergencies of immediate or eminent peril. The Emergency Management Coordinator uses a flexible schedule to meet job objectives and alleviate overtime. Effective time management is expected for the position.

**Physical and Sensory Demands:**

- Ability to lift and carry up to 50 pounds and perform light and moderate physical work
- Ability to stand, walk, sit, ride, stoop, climb, crawl, reach, pull, and perform similar body movements
- Possess hand/eye/foot coordination adequate to operate computers and office equipment, emergency radio or incident command equipment, and a vehicle
- Ability to talk and hear in person and by telephone, and two-way radio
- Ability to see and read instructions, manuals, budgets, and other documents, gauges, and figures on a computer screen
- Ability to effectively communicate
- Possess strong interpersonal skills and ability to effectively communicate with others

- Pass/wear PPE

### **Essential Knowledge and Skills:**

- Strong and effective communication skills and interpersonal skills, and ability to coordinate and work with multiple agencies and individuals
- Skill in decision making
- Knowledge of Incident Command System (ICS), National Incident Command System, and emergency management procedures and protocol
- Skill in effectively alerting the public and providing emergency and disaster information
- Skill in providing advice and updated communications to responsible providers during emergency situations
- Skill in obtaining, interpreting and applying governmental directives
- Ability to deal with emergent situations and maintain composure while performing a variety of duties, often changing from one task to another

### **Essential Job Functions:**

- Maintain a positive and supportive relationship with all people in the work place and with other emergency response agencies
- Coordinate directly with Homeland Security for the purpose of requesting resources when necessary
- Complete all grant requirements in a timely manner
- Comply with all standards required by W.S.S. 19-13-101 as well as the federal requirements set forth in grant guidance and the 44 Code of Federal Regulations (CFR), Section 13 and 2 CFR, Section 200.
- Responsible to develop and maintain the following plans:
  - Emergency Operations Plan – Develops and maintains the County Emergency operations Plan. Ensures the Cities and Towns have access to the plan and understand protocols identified in the plan when requesting assistance for catastrophic events. This is a statute and grant requirement.
  - All-hazards mitigation plan – grant requirement.
  - Debris management plan – required for certain post-disaster funding.
  - Resource management plan – required for effective disaster response.
  - Communications plan – Develops and maintains a county wide communication plan by working with the agencies in Carbon

County and the contracted communications radio technician and/or subject matter experts. This plan will include the emergency response entities and the County Road and Bridge Department. The plan needs to be in a published format for quick reference by the end user. Required for effective disaster response Coordinates.

- Sheltering plan - Develops and maintains the County Sheltering Plan. Is directly responsible for the site designation, coordination, procedures and activation of emergency shelters when needed for emergencies or prolonged road closures. Required for effective disaster response.
  - Will develop and/or maintain other plans as needed and assigned.
- The Carbon County Emergency Management Coordinator is required to meet the following federal grant compliance measurements:
  - Emergency Operations Plan – compliant with Comprehensive Preparedness Guide (CPG) 101 v.2 guidelines and updated every two (2) years
  - Multi-year training and exercise plan
  - Conduct 5 progressive, quarterly exercises, including one full-scale, every 12 months. The emergency management coordinator may coordinate, participate, or simply witness the exercise of other agency exercises to comply with this requirement.
  - Complete annual Threat Hazard Identification Risk Assessment (THIRA) and Community Preparedness Report (CPR) annually, incorporating whole-community input
  - Responsible for the implementation of the National Incident Management System for all community response, as declared in county resolution and defined by FEMA
  - Attend at least one quarterly Coordinators' Meeting, sponsored by the Wyoming Office of Homeland Security
  - Comply with all administrative, reporting and monitoring requirements for each federal grant

**Responsibilities include:**

- Coordinate emergency response activities with federal, state, county and local jurisdictions.
- Assist the Carbon County Sheriff with Search and Rescue by maintaining equipment availability, providing an on scene command trailer if required and supporting Search and Rescue operations. May serve as an Incident Commander

on incidents if needed. Assists in identification of Search and Rescue training and attends the group meetings as scheduled by the Sheriff or his designee.

- Under direction of the Sheriff, meets with the State Search and Rescue Board for mission/equipment reimbursement.
- Develop and deliver homeland security/emergency management training.
- Coordinate with state and local government agencies, voluntary organizations, American Red Cross, Salvation Army, etc.
- Provide assistance and guidance to all County, City and Town departments and support organizations in the development of individual department emergency preparedness response, recovery plans and standard operating procedures. If requested may conduct public education and awareness activities. If requested may provide assistance to County, City and Town departments and support organizations in the form of training or emergency management expertise.
- Establish and maintain public warning and communication systems for emergencies and disasters including the warning siren system, Code Red, the cable TV interrupt system and the local Emergency Alert System.
- Administer and submit all County/City disaster claims for relief and reimbursement as a result of disaster declarations to the State and FEMA, in compliance with applicable laws and regulations.
- Function as the primary point of contact for the National Weather Service warning coordination efforts within the county, including emergency notification and public educational efforts.
- Budget and grant request preparation for the position and administration of its expenditures. Is designated as the grant coordinator for Homeland Security / Emergency Services grants for Carbon County eligible departments. This function will include notification of grant availability, grant application writing and assistance, purchasing of approved grant items and grant audits and maintenance.
- Advise local governmental agencies of the potential impact and scope of hazards and threats to the jurisdiction.
- Inventory community disaster assets and maintain emergency supplies.
- Remain knowledgeable on access of Tier II Hazardous Materials files submitted to the State database by industry in accordance with the Emergency Preparedness and Community Right to Know Act (EPCRA).
- Maintains the presence of or acts as the chairperson of the Local Emergency Planning Committee.
- Maintains a point of contact list for persons to be used as a Type 3 Incident Command Team. This can and should be people directly associated with the L.E.P.C.

- Develops and maintains a call out protocol for emergency dispatch including local assistance, county assistance, state assistance, and federal assistance and includes this procedure in the County Emergency Operations Plan.
- Maintains a cache or a location inventory of materials to be utilized by an Incident Management Team.
- Oversees and ensures the presence and state of readiness of the Emergency Operations Center.
- Ensures the County Emergency Operations Plan, Hazards Mitigation Plan, Tier II information, County Sheltering Plan and all other applicable plans are available on the Carbon County Government web site.
- Evaluates post disaster data and makes recommendations to the county or municipalities impacted by threats in order to take actions, if possible, to avoid future threats of similar nature.
- Maintains statistics as needed for all reporting requirements.
- Supports all critical governmental infrastructure.
- Reports all activities in the form of a weekly time report to immediate supervisor.
- This list of tasks is illustrative only and is not a comprehensive listing of all functions and tasks performed by this position.
- Performs other duties as assigned or required.

Carbon County offers a complete benefit package as noted in the county's personnel manual to those working 30 or more hours weekly including sick/vacation leave, medical, dental and life insurance, Wyoming State Retirement and 457 deferred compensation program.

*Carbon County is an equal opportunity employer. Discrimination on the basis of race, color, sex or gender, sexual orientation, gender identity/expression, national origin, religion, physical or mental disability, age, political affiliation, or genetic information with respect to the terms and conditions of employment, including but not limited to recruitment, selection, hiring, compensation and benefits, and termination, is prohibited, except where specific requirements constitute bona fide occupational qualifications necessary for proper and effective job performance.*