

Job Description  
Emergency Management/Safety Director  
Reports to: Tillman County Board of Commissioners

Summary: This is a single position classification with responsibility for implementing Tillman County's Emergency Management/Safety Program. General duties are outlined below, **but are not meant to be all-inclusive nor prevent other duties from being assigned as necessary.**

**Basic Responsibilities:**

- Coordinates and directs the planning, organization and implementation of local emergency management activities
- Coordinates the County Emergency Operations Plan (EOP) in accordance with federal, state and local statutes and updates plan annually
- Coordinates and communicates with the Oklahoma Department of Emergency Management (ODEM), regional state and federal agencies to ensure effective administration of the Emergency Management Program
- Facilitates cooperation and communication among local emergency support response agencies, including volunteer fire departments and other volunteer organizations, as well as hospitals, clinics, ambulance services providers, etc.
- Coordinates planning, organization and implementation of local emergency management training programs and activities, including, but not limited to, development of a severe storm spotter's network designed to provide early warning alerts
- Networks with other rural counties to determine how standards are developed, adopted and implemented at county level
- Manages, operates and maintains the County Emergency Operations Center
- Assists in development and implementation of county-wide all-hazard outdoor warning system – maintains inventory of system components and record of installation, tests and repairs
- Prepares and submits annual budget proposal and manages administration of same
- Coordinates with and assists county districts in securing information and preparing applications for federal assistance during declared emergencies. When awarded federal financial assistance, ensures proper completion of federal funding documents
- Ensures compliance with all federal and state training and documentation requirements, including NIMS certification through 700
- Provides weekly activity report to Tillman County Board of Commissioners
- Prepares and distributes disaster preparedness materials to citizens throughout the county, coordinates with educational facilities to ensure adequate disaster warning and sheltering procedures are developed, conducts public safety presentations at schools, special events, civic organizations, etc., (including television, radio and/or newspaper interviews or appearances)

- Provides direction and support to Board of County Commissioners in establishment and maintenance of their Safety, Health and Loss Control Program, ensuring development, implementation and updating of required written safety and health programs and plans
- Promotes program policies and requirements to County employees
- Notifies employees of changes in program requirements and makes recommendations
- Schedules, establishes content and acts as moderator for regular training workshops for county employees
- Conducts or ensures periodic safety and health walk-through inspections of workplace facilities
- Ensures that quarterly safety training and all other specifically required training is provided for all County employees
- Establishes and maintains required record keeping systems, including training records, reports, complaints and claim reporting
- Obtains and posts necessary warning signs and safety posters
- Creates reports that analyze the current safety program to identify trends, problem areas and compliance with State and Federal regulations
- Reviews or assists with work-related accident investigations
- Takes necessary action to prevent injury to any employee or to the public when an eminent danger situation or serious hazard exists

#### Desirable Qualifications:

##### Knowledge of:

- Good public relations techniques
- Principles of emergency management
- Laws, regulations, codes, policies relating to emergency management
- Natural and man-made disasters and their consequences
- Maintenance of files and information retrieval systems
- Basic methods and practices of financial and statistical record keeping
- Modern office methods and procedures
- Fire protection and prevention theory
- Strike team principles and operations
- Structural and wild land firefighting principles
- Knowledgeable in OSHA and ODOL safety and health programs
- Knowledge of construction and general industry standards
- Basic knowledge of local governmental operations
- Knowledge of Workers Compensation/Risk Management Programs
- Communication skills necessary for training and consultation/guidance
- Experience in developing and implementing Safety Programs helpful

#### Working Relationships/Contacts:

- Extensive contact with employees and elected officials to gather, clarify and provide information and guidance. Contact with local, state and federal agencies regarding requirements of Safety Program. Contact with ACCO SIG/SIF Insurance Pool representatives

#### Ability to:

- Coordinate projects and meet deadlines
- Plan, organize and coordinate an emergency response program
- Interpret and apply related laws, regulations, codes and policies
- Prepare effective reports, correspondence and other written materials
- Develop and evaluate program goals, procedures, standards and methods
- Act independently and use sound judgment
- Train others in procedures and policies related to work
- Learn and perform a variety of financial and statistical record keeping
- Follow oral and written directions
- Gather and organize data and information
- Deal tactfully and courteously with public and staff
- Establish and maintain cooperative working relationships
- React quickly, efficiently and calmly in emergency situations
- Speak clearly and concisely
- Assist with standardized training as needed
- Write grants for the benefit for emergency responders, emergency management committees, and floodplain committees
- Communicate and interact with a large volunteer force
- Function as a liaison between Board of Commissioners and other emergency management officials
- Provide status and briefings to Board of Commissioners during declared emergencies

#### Training and Experience:

Any combination of training and experience likely to provide the required knowledge and abilities will be considered

**Required:** Possession of a valid and current Oklahoma Driver's License

Graduation from high school or GED

First aid/CPR certification – within six months of hire

Hazardous Materials First Responder Operational – within six months of hire

Must be willing to work off-hours, weekend and holidays in the event of an emergency

Must be willing to be called out in emergency situations

**Working Conditions:** Work is performed partially in a climate-controlled office, but may be required in external conditions and heat/cold or moisture and exposure to traffic. Work involves standing and walking for periods of time. Inspections may require bending, stooping, climbing on equipment and walking on uneven terrain. Work may also include pushing, pulling and carrying objects weighing up to 40 pounds, such as files, documents, and media equipment for training.