

## **GENESEE COUNTY**

### **DIRECTOR, OFFICE OF EMERGENCY MANAGEMENT**

**(for illustrative purposes only)**

**DISTINGUISHING FEATURES OF THE CLASS:** This position is responsible for planning, organization and implementation of the County emergency management program. Coordinates emergency services and the direction of appropriate operations in normal daily emergency management activities. Does related work, as required.

#### **TYPICAL WORK ACTIVITIES:**

Plans, organizes and implements the County's Emergency Management program; Emergency Management Services during time of disaster emergencies;  
Prepares and transmits required operating plans, reports and correspondence necessary to carry out the implementation and continuance of the Emergency Management Services program;  
Coordinates with police and fire agencies while conducting investigations into the cause and origin of fires;  
Prepares reports on Emergency Management activities and fire investigations;  
Monitors reports from various emergency services organizations such as police and fire departments, first aid squads, ambulance companies, etc.;  
Promotes public relations activities relating to Emergency Management Programs such as arson investigation and fire prevention.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

#### **FULL PERFORMANCE KNOWLEDGE , SKILLS, ABILITIES, AND/OR PERSONAL CHARACTERISTICS:**

Thorough knowledge of organizational practices; thorough knowledge of command and control methods; thorough knowledge of modern fire fighting and fire prevention techniques; thorough knowledge of emergency mobilization and mutual aid plans; thorough knowledge of laws, rules and regulations pertinent to emergency services; working knowledge of the geography, political subdivisions and governmental organizations within the County; working knowledge of two-way radio communications equipment; ability to establish good working relationships with State, County, and Local officials and agencies; ability to speak in public; initiative; resourcefulness; good judgment; ability to use radio, pager, personal computer, phone.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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While performing the duties of this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must frequently lift and/or move up to 35 pounds and occasionally lift and/or move up to 125 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet in office settings, and loud at an emergency scene.

Exempt class

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.