



## **Director of Emergency Management & Communication**

Please look at what you can expect to earn as a **Director of Emergency Management & Communication** during your first year as a full time Employee with Washington County Government:

- Six (60) Hours Personal Time
- Eighty (80) Paid Vacation Hours
- Fourteen (14) Paid Holidays
- One Hundred & Twenty (120) Paid Sick Hours
- County and Employee funded Healthcare including Health, Prescription, Dental and Vision Coverage.
- County Paid Employee Assistance Plan
- County Paid Life Insurance
- County Paid Accidental Death and Dismemberment Insurance
- County Paid Short Term Disability Insurance
- County Paid Long Term Disability Insurance
- Up to \$2,500.00 Annual Tuition Reimbursement Assistance
- County and Employee funded Defined Pension Plan
  - Vested in just five (5) years.
  - Credit for Prior Active Military Service and Unused Paid Sick Days.
- An Annual Salary of \$87,464 starting..

If our comprehensive compensation package interests you, please continue reading through our job posting to learn more about the position's duties, responsibilities, prerequisites, etc. and apply online today.



<b>JOB TITLE:</b>	Director of Emergency Management and Communication	<b>GRADE:</b>	17
<b>DEPARTMENT:</b>	Emergency Management	<b>FLSA STATUS:</b>	Exempt
<b>REPORTS TO:</b>	County Administrator		

**GENERAL RESPONSIBILITIES:**

Responsible for the safe, economical, and efficient operations and management of the Office of Emergency Management, in compliance with all State and Federal regulations. Responsible for identifying and assessing hazards, creating and implementing policy, training and developing personnel, maintaining and organizing facilities, and providing or coordinating direct leadership during emergencies. Responsibility and oversight of the Emergency Communications Center. Position serves as the Governor Appointed Emergency Manager for Washington County, MD; in accordance with the Annotated Code of Maryland, Public Safety, Title 14; Emergency Management. As authorized by the Maryland Department of Emergency Management, serves as the National Incident Management System (NIMS) Compliance Officer for Washington County. Authorized by the Governor's Executive Order, serves as Co-Chair of Washington County's Opioid Intervention Team.

**ESSENTIAL TASKS:**

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

1. Plan, supervise, and implement Department operations and policies.
2. During times of declared disasters, answer to and ensure implementation of State and Federal government emergency mandates and requirements. Work to implement State and Federal government initiatives as required.
3. Direct the work of the Emergency Management and Emergency Communication Staff.
4. Researches, prepares and communicates strategic long term plans for Washington County Emergency Communications Center.
5. Oversee the implementation of all Emergency Management and Homeland Security grant initiatives.
6. Through oversight of Emergency Management planning personnel, ensure creation, review, and revision of new and existing preparedness plans.
7. Designated as the person responsible for the overall operational management of the only State recognized Emergency Operations Center for Washington County.
8. Creation and implementation of training exercise and drills aimed to better prepare responders for emergency disasters/situations.
9. Prepare information singularly and/or in conjunction with others necessary to facilitate compliance with various laws, regulations and initiatives.
10. Evaluates existing and proposed resource needs taking steps to ensure availability of resources during times of disasters or the ability to obtain resources from outside agencies when required.
11. Responsible for coordination of communication with various agencies, municipalities, and the general public.
12. Compiles, prepares, and distributes periodic reports concerning various topics related to Emergency Management activities.
13. Facilitate creation of teams necessary for effective implementation of initiatives to include being responsible for the overall operation of the Emergency Operations Center when activated.

14. Prepare annual Operating and Capital Improvement Program budgets for the Department, to include the oversight of all expenditures.
15. Maintain current, accurate, and applicable Standard Operating Procedures for all phases of operation concerning the Washington County Emergency Communication Center.
16. Evaluate and implement operational programs such as resource tracking software, accountability software, damage assessment software, and TIER II Hazardous Materials Business Reporting systems.
17. Maintain a working knowledge of current technologies, equipment, codes, certification requirements and other areas pertinent to the operation of the Emergency Communications Center
18. Review, interpret and enforce policies, procedures, and regulations.
19. Remain informed of applicable regulatory issues and interact with regulatory agencies as appropriate.
20. Must have the ability to successfully and efficiently interact with general public, public safety officials, elected officials, and staff members.
21. Attend professional meetings, continuing education, etc.
22. Performs related work as required.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

1. Excellent working knowledge of the principles and practices of public budgeting and fiscal management.
2. Ability to effectively coordinate the activities of administrators and support staff members.
3. Excellent communications skills.
4. Knowledge of local, state, and national laws and standards as they apply to the field of public safety and Emergency Management.
5. Knowledge of Washington County geography and surrounding areas.
6. Ability to establish and maintain effective working relationships with advisory groups, volunteers, commissions, elected officials, media, the general-public and organized labor groups.
7. Knowledge of the Federal Stafford Act, Disaster Mitigation Act of 2000, Maryland Department of Emergency Management.
8. Knowledge of fire, rescue and EMS systems; principles, protocols, apparatus and equipment.
9. Knowledge of Law Enforcement; principles, protocols and equipment.
10. Knowledge of the principles, practices and techniques of the delivery of Emergency Management and the ability to apply them effectively.

#### **EDUCATION AND EXPERIENCE:**

1. Bachelor's degree (required), Master's degree or advanced training (preferred) from an accredited college/university in Business Administration, Emergency Management, Homeland Security, Emergency Health Services, Fire Science Administration, Emergency Communications, or related field.
2. Any combination of comparable education, training and/or experience in public safety, or emergency management; may be substituted for the minimum requirements (with at least five (5) years of experience at the administrative/supervisory level).
3. Certifications in NIMS – ICS 100, 200, 300, 400, 700, and 800.
4. Preferred Certifications; Maryland Professional Emergency Management Program (MDPEMP) or equivalent, FEMA Professional Development Series, CPR, CERT Program Manager, MEMA Grant Management System, Maryland Planner, and Incident Management Team O-305.

**PHYSICAL REQUIREMENTS:**

Must have the use of sensory skills to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling in observing field activity in all areas. Ability to perform various functions under emergency conditions including moderate to severe weather and atmospheric conditions.

**SPECIAL REQUIREMENTS:**

Required to work varied hours including evenings and weekends as needed and required to be available for on-call emergencies.

Possession of a valid Maryland Driver's License or other states equivalent.

This position is subject to random drug testing.

The probationary period for this position is 12 months.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Revised: 7/2018; 1/2019; 9/2021; 10/2022; 12/2023; 02/2024

Easy Ways to Apply:

Visit our website at <https://www.washco-md.net/jobs/>

or

Complete and email an Application to [hrservice@washco-md.net](mailto:hrservice@washco-md.net)

or

Complete and mail Application to:

Washington County Human Resources Department,

100 W. Washington Street, Room 2300,

Hagerstown, Maryland 21740.

Internal Candidates are required to use an Internal Application (including resume) when applying.

<https://www.washco-md.net/internal-jobs/>

Washington County is an Equal Opportunity Employer. Individuals requiring special accommodations or assistance are requested to contact the Human Resources Department at 240-313-2350, Voice or TDD (D/HH use 711) M/F/H/V.

**DEADLINE FOR FILING APPLICATIONS WITH**

**HUMAN RESOURCES: OPEN UNTIL FILLED**