

**ROWAN COUNTY
HUMAN RESOURCES**

JOB DESCRIPTION

Job Title : Emergency Services Deputy Chief
Department: Emergency Services
Revised : July 2022

Class : Official/Administrator
FLSA: Exempt

This job description supersedes any prior description for the Emergency Services Deputy Chief classification.

GENERAL DESCRIPTION

Highly responsible work in planning, organizing, and managing agency internal operations under the direction of and through delegation from the Emergency Services Chief. The employee in this class exercises a great deal of independent judgment, accountability, creativity, and initiative based on Federal, State, statutes, policies and regulations, and County policies and directives. Supervision is exercised over a number of professional, paraprofessional, technical, and clerical personnel through supervisory subordinates. Supervision is received from the Chief of Emergency Services who evaluates work through analysis of program accomplishments and through periodic conferences.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Serves as the County's Deputy Emergency Management Coordinator including coordinating, mitigating, planning, responding to, and recovery from man-made and natural emergency or disaster situations; coordinates closely County Departments, municipal governments within the County, and Public Safety agencies.

Serves as the County's representative to other State and Federal emergency management entities including the Department of Homeland Security.

Develops and maintains numerous emergency management plans including the Countywide Emergency Operations Plan, the County Government Continuity of Operations Plan, the Multi-jurisdictional Hazard Mitigation Plan, and oversight and coordination of many smaller emergency action plans from the municipalities, and local public and private entities.

Serves on the County's Local Emergency Planning Committee.

Provides coordination of and assures readiness of the Incident Management Team. Serves as Duty Officer by performing incident response functions including incident management and investigative support.

Responsible for readiness and functionality of the Emergency Operations Center (EOC); oversees the EOC during Activations.

Assists with grants management workflow, monitors compliance, and assists agency stakeholders, conduct briefs and presentations, provide quality control and support state and federal reporting requirements.

Exercises a wide variety of responsibilities within each Division of Emergency Services related to the analyzing, planning, organization, management, response and coordination.

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Assists with supervision of the EMS Division Chief, Fire Division Chief, 9-1-1 Division Chief, and other departmental staff in the performance of their duties; evaluates job performance, assists with completion of performance appraisals; handles disciplinary procedures concerning performance of employees; investigates and resolves complaints from the public or staff; hires, discharges, and promotes employees as necessary at the direction of the Emergency Services Chief.

Assists Chief and Division Chief in developing and prioritizing organization objectives, work standards, and performance criteria.

Provides an informational service to the public on a wide variety of subjects involving emergency management by answering questions by mail, telephone, personal inquiries, speaking engagements, e-mail, website, and news media presentations.

Assists in budget activities.

Serves as the principal spokesperson for the department in the absence of the Chief.

Analyzes workflow of the department to ensure that the department is organized in a way that maximizes resources to get the job done efficiently, effectively, and timely.

Performs administrative duties in the Emergency Management Division and the Rowan County Rescue Squad, including budget preparation, reviewing accounts payable, monitoring of the general ledger, scheduling, record-keeping, report generation, and personnel/supervisory matters.

Responsible for compliance with industry, state and federal regulations related to technical rescue services.

OTHER JOB FUNCTIONS

Attends meetings and conferences.

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

KNOWLEDGE, SKILLS, AND ABILITIES

Extensive knowledge of Federal, State, and County policies, procedures, and regulations pertaining to the various Emergency Services activities including Incident Command principles.

Experience using Emergency Services related software applications such as incident management applications, risk assessment applications, EMS record keeping, 9-1-1 applications, and mass warning notification systems.

Thorough knowledge of resources available for emergency management assistance.

Thorough knowledge of the capabilities and operation of microcomputers, system software, networks, and software applications, as well as a working knowledge of radio communications.

Ability to effectively communicate with various public groups, orally and in writing.

Ability to interpret, explain, and apply policies, procedures, and regulations to specific operating problems.

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Ability to plan, direct, and evaluate the work of others.

Ability to exercise sound judgment in emergency situations.

PHYSICAL REQUIREMENTS

Work may include sitting, walking, running, bending, stooping, and lifting weights in excess of 75 lbs. with assistance. Work may include both indoor and outdoor activity where employee is exposed to elements of nature: cold, hot, rain, snow, sleet, ice etc. Employee may be exposed to hazardous chemicals, smoke, or potentially hazardous or volatile situations. Employee must be able to maneuver in tight places such as the crawl space under a building, climb ladders, step over obstacles, step on and off machinery, etc. Work includes operation of a motor vehicle.

EXPOSURE CONTROL

Work activity is likely to cause direct contact with blood or body fluids to which universal precautions apply. Personal protective equipment is provided and must be worn.

MINIMUM EXPERIENCE AND TRAINING

Bachelor's Degree from an accredited college or university in Emergency Management or related area, and two years of experience in emergency management including experience in supervision; or an Associate's Degree from an accredited college or university in Emergency Management or related area, and four years of experience in emergency management including experience in supervision; or an equivalent combination of education and experience; NIMS compliance with current standards as outlined in local compliance document, and a valid driver's license is required. Experience in Federal and/or State Grant Management is desirable.

**This job description does not create an employment contract,
implied or otherwise.**