

# ROWAN COUNTY HUMAN RESOURCES

## JOB DESCRIPTION

**Job Title** : Emergency Services Chief  
**Department**: Emergency Services  
**Revised** : April 2014

**Class** : Official/Administrator  
**FLSA**: Exempt

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

### **GENERAL DESCRIPTION**

Responsible administrative work directing programs including Emergency Management (natural and man-made disasters including nuclear attack planning), Homeland Security Program, Fire Marshal's Office, and Emergency Medical Services. Exercises independent judgment and initiative based on Federal, State, and County policies and regulations. Supervision is exercised over a number of subordinates. Supervision is received from the County Manager, 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 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 First Responder agencies.

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

Provides management and direction to the Emergency Management Division's outreach initiatives including public preparedness and the Community Emergency Response Team (CERT) Program; develops and coordinates various response exercises and drills throughout the year with local, regional, State, and Federal agencies; develops and maintains numerous emergency management plans including the Countywide Emergency Operations Response Plan, the County Government Continuity of Operations Plan, the Multi-jurisdictional Hazard Mitigation Plan, and oversight and coordination of a large number of smaller emergency action plans from the municipalities, and local public and private entities.

Supervises the EMS Division Manager, Fire Marshal, and other departmental staff in the performance of their duties; evaluates their job performance and completes performance appraisals; and hires, discharges, and promotes employees as necessary.

Provides a wide variety of liaison services between existing and potential volunteer fire departments and the County, both directly and by direction of the Fire Marshal; assists volunteer fire departments in a wide variety of activities.

Analyzes and plans an annual work program; translates work program into detailed annual budget requests; monitors and controls departmental budgetary expenditures.

Establishes, oversees, and coordinates the County's Homeland Security Program including grants management of related State and Federal funding to the County.

Serves as a public spokesperson concerning issues involving Emergency Management, Emergency Medical Services, and Fire Marshal.

**Job Title:** Emergency Services Director

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### **OTHER JOB FUNCTIONS**

Serves on the County's Safety Advisory Committee, the County's Local Emergency Planning Committee, and is an appointed member to the Rowan Rescue Squad Board of Directors.

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 management activities.

Thorough knowledge of resources available for emergency management assistance.

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

Ability to instruct, organize, direct, and supervise subordinate staff.

Ability to establish and maintain effective working relationships with the general public, volunteer service organizations, federal, state, and municipal and county officials, news media representatives, and fellow employees.

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

### **PHYSICAL REQUIREMENTS**

Work in this class is primarily sedentary in nature. Physical requirements include sitting for extended periods of time, walking, bending, stooping, and lifting books and files of approximately 35 lbs or less. Work may include extended periods of time viewing a computer video monitor or operating a keyboard. Work includes operation of a motor vehicle. Employee may be exposed to hazardous materials.

### **EXPOSURE CONTROL**

Work activity is normally performed without blood or body fluid exposure but exposure may occur in an emergency. Personal protective equipment is available and should be used if emergency arises.

### **MINIMUM EXPERIENCE AND TRAINING**

Bachelor's Degree from an accredited college or university in Public Administration, Business Administration, Fire Prevention, Emergency Management or other relevant area and six years of full-time experience in emergency services or emergency management; or an Associate's Degree from an accredited college or university in Public Administration, Business Management, Emergency Management, or related field and eight years of experience in emergency response services; NIMS compliant with current standards as outlined in local compliance document; and a valid driver's license is required. Current Executive credential in the NC Emergency Management certification process or the ability to obtain certification within twelve months of employment is required.

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