

**ANDROSCOGGIN COUNTY
JOB DESCRIPTION**

TITLE: Assistant Plans/Training/Operations Officer
Emergency Management Agency

PAY GRADE: 5 - Non-Exempt Employee Status - 40-hour work week - subject to 24/7 emergency notification/recall

QUALIFICATIONS:

1. Minimum two years experience in industrial and/or government planning; and/or
2. Experience in preparation and instruction of training programs in industrial, governmental and military organizations
3. Must possess good verbal and written communications skills
4. Experience with delivery of adult education
5. Computer experience with Windows environment, WordPerfect and Microsoft Office applications
6. Must be able to work in intense/chaotic situations
7. Such alternatives to the above qualifications as the Commissioners may find appropriate and acceptable
8. Sufficient physical ability to meet the department's essential functions

REPORTS TO:

1. Agency Director/Coordinator
2. Agency Plans, Training and Operations Officer/Deputy director in the absence of the Director/Coordinator

SUPERVISES:

May occasionally supervise Clerk/Typist, volunteers and emergency staff under certain circumstances.

JOB PURPOSE:

To assist Agency staff with:

- emergency plan development and maintenance
- planning, coordinating, directing and conducting the County's Emergency Management Agency training and exercise programs designed to mitigate the effects of emergency hazards (see page 2)
- preparing measures that will preserve life and minimize damage
- coordinating response and providing necessary assistance during emergencies and establishing a recovery system to return the County and its fourteen municipalities to a pre-emergency state following a major emergency/disaster

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 JOB PURPOSE (cont)

Essential training and educational components of the EMA program include, but are not limited to, the following:

- Emergency Medical Care
- Basic Life support (CPR) (all components)
- Triage and Mass Casualty Management
- Radio Communications
- Independent Study Courses in Emergency Management
- Warning Receipt and Dissemination
- Radiation Monitoring and Radiation Emergency Response
- Response to Hazardous Materials
- Response to Events of Weapons of Mass Destruction (terrorism events)
- Emergency Planning
- Emergency and EOC Operations
- Incident Command System (ICS)
- ICS/EOC Interface
- Shelter Management
- Damage Assessment
- FEMA Professional Development Series:
 - Emergency Planning
 - Decision-Making and Problem-Solving
 - Leadership and Influence Skills
 - Effective Communications
 - Creative Financing

Will assist the Plans, Training and Operations Officer/Deputy Director with directing and managing all aspects of the County EMA program in the absence of the Agency's Director/Coordinator.

MAJOR RESPONSIBILITIES:

Description	Approximate % of time
<ul style="list-style-type: none"> • Assist Agency staff to plan, coordinate, direct and conduct the County's training and emergency response exercise programs as delineated above 	25%
<ul style="list-style-type: none"> • Assist in creating and developing training curriculum to meet specific needs of local emergency response and administrative officials. 	25%
<ul style="list-style-type: none"> • Assist Agency staff in providing technical planning assistance in development of emergency operations plans for local government, private institutions, schools, hospitals, nursing homes, and other health care organizations. 	
<ul style="list-style-type: none"> • Assist with development of plans and procedures for implementation and maintenance of a county-wide alerting/warning and communications system. 	10%
<ul style="list-style-type: none"> • Assist with preparation of plans and procedures for monitoring, reporting, analyzing and evaluating events of weapons of mass destruction (terrorism events). 	10%

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- Assist with preparing and coordinating dissemination of emergency public information to the general public. 10%
- Assist with formulating standard operating procedures/guidelines to improve staff reaction in daily and emergency situations requiring the services of this Agency 10%
- Assist with developing plans and procedures for staffing the Emergency Operations Center (EOC) and emergency assignment of personnel. 4%
- Assist with maintenance of existing emergency response plans and procedures. 3%
- Assist with emergency response activities of the EOC during emergency events. 3%

SPECIAL CONSIDERATION AND REQUIREMENTS

Incumbent (employee) is subject to 24-hour emergency notification and recall for emergency situations requiring implementation of the aforementioned job description responsibilities.

COUNTY COMMISSION APPROVAL DATE	SALARIED WORK WEEK	INCUMBENT SIGNATURE	DATE SIGNED
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