

**ANDROSCOGGIN COUNTY
JOB DESCRIPTION**

TITLE: Director / Coordinator
Emergency Management Agency

PAY GRADE: 8 - Exempt Employee Status - 40-hour work week - subject to rotating duty officer responsibilities with 24/7 emergency notification/recall

QUALIFICATIONS:

1. Bachelor of Science degree in Governmental Affairs and/or Professional Certification in the field of Emergency Management
2. Minimum of eight years experience in some facet of emergency management service application in public sector, private sector, or military organizations
3. Computer experience with Windows environment and Microsoft Office applications
4. Such alternatives to the above qualifications as the County Administrator and/or County Commissioners may find appropriate and acceptable
5. Sufficient physical ability to meet the department's essential functions

REPORTS TO:

1. County Administrator
2. Auburn City Manager (also serves as City of Auburn Emergency Management Director)
3. Lewiston City Administrator (also serves as City of Lewiston Emergency Management Director)

SPECIAL NOTE: Is operationally responsible to the State Emergency Management Director for carrying out the emergency management program directives at the County and municipal levels.

SUPERVISES:

Three (3) Agency employees, volunteers, and emergency operations center (EOC) emergency staff.

ANDROSCOGGIN COUNTY
JOB DESCRIPTION
DIRECTOR/COORDINATOR
JOB PURPOSE (cont)

PHYSICAL REQUIREMENTS:

The physical demands described herein 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 job functions. While performing the duties of this job, the employee:

- is frequently required to work at a desk
- requires ability to operate keyboard/mouse and view computer monitor(s) for extended time
- regularly moves about within the confines of the office to access file cabinets and office machinery
- regularly navigates stairs
- must occasionally lift and/or move objects (office supplies/equipment) weighing up to 15 pounds
- requires ability to occasionally stand to do training/informational presentations within and outside the confines of the office
- regularly conveys information to employees, volunteers of this Agency, federal, state, municipal officials and the general public
- requires ability to drive conventional vehicle (sedan and van)

JOB PURPOSE:

To develop and maintain a comprehensive emergency management program that seeks to lessen the effects of emergencies/disasters on the lives and property of the citizens of Androscoggin County through leadership, coordination and support in the four phases of emergency management. These phases encompass mitigation, preparedness, response and recovery.

Hazard ***Mitigation*** are activities and measures undertaken to reduce the adverse impact and degree of risk to human life and property from natural and man-made hazards. ***Preparedness*** are those activities involving emergency planning, training and exercising for the purpose of developing emergency response capability assets. ***Response*** is the phase in which assets in manpower and equipment are deployed immediately before, during and directly after an emergency event in order to prevent or lessen injury, save lives and minimize property damage. The final phase, ***Recovery***, involves activities that restore and/or repair vital life support systems and infrastructure that has been damaged or destroyed; it is the means to return life to near normal.

ANDROSCOGGIN COUNTY
 JOB DESCRIPTION
 DIRECTOR/COORDINATOR
 JOB PURPOSE (cont)

MAJOR RESPONSIBILITIES:

Description	Approximate % of time
<ul style="list-style-type: none"> • Direct the development and maintenance of Federal- and State-mandated emergency planning for Androscoggin County and the municipalities of Lewiston and Auburn - includes Weapons of Mass Destruction and Homeland Security planning activities. 	25%
<ul style="list-style-type: none"> • Direct the Federal- and State-mandated SARA Title III chemical planning and response system with procedures for emergency chemical release notification and reporting. 	15%
<ul style="list-style-type: none"> • Provide technical planning assistance in the development of emergency plans for private institutions, organizations, schools, health care facilities and industry. 	10%
<ul style="list-style-type: none"> • Direct the development and implementation of emergency management training and exercise programs that support public safety, private industry and the business community. 	15%
<ul style="list-style-type: none"> • Direct the procurement of Federal matching funds, grants and other types of financial assistance, available through the Federal Emergency Management Agency, in support of the emergency management program. 	5%
<ul style="list-style-type: none"> • Direct the establishment and implementation of damage assessment system for the collection and analysis information/data required for a State of Maine or Presidential Emergency/Disaster Declaration (the means by which Federal disaster assistance and financial assistance/reimbursement is received). 	5%
<ul style="list-style-type: none"> • Maintain the operational status of the Cities of Lewiston and Auburn Joint Emergency Operations Center (EOC) from which key government officials will exercise direction and control over emergency/disaster events. 	10%
<ul style="list-style-type: none"> • Establish and implement internal EOC operating procedures to permit key government officials to conduct coordinated emergency operations. 	2%
<ul style="list-style-type: none"> • Provide information, knowledge and advice to operating departments on the special conditions and operating requirements imposed by emergencies. 	2%
<ul style="list-style-type: none"> • Direct the development of essential emergency public information to be disseminated before, during and after emergency/disaster events. 	2%
<ul style="list-style-type: none"> • Maintain a County-wide emergency communications system that provides 24/7 alerting and warning information. 	5%
<ul style="list-style-type: none"> • Direct and maintain a resources management program that identifies manpower equipment and materials for conservation and deployment during emergency/disaster events. 	4%

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JOB PURPOSE (cont)

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 / ADMINISTRATOR APPROVAL DATE	SALARIED WORK WEEK	INCUMBENT SIGNATURE	DATE SIGNED
05/24/2018	40 HOURS		

revised: January 2007

reviewed/revised: May 2018 (JGP) – approved by County Administrator May 2018 (JGP)

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