

**JOB OPENING – EXTERNAL POSTING**

**EMERGENCY PREPAREDNESS DIRECTOR (PS101622)**

**DEPARTMENT: EMERGENCY PREPAREDNESS**

**JOB SUMMARY/ESSENTIAL FUNCTIONS:** Perform a variety of highly complex and specialized tasks focusing on the oversight of the Emergency Management Dept. Assists with the day to day operations of the Department and must be able to deal courteously and effectively with fellow employees, Council and elected officials, State EMD Officials, fellow employees and members of the community. Implements services, policies, and programs through team members and keeps Division Director and County Supervisor informed on relevant issues. Responsible for managing actions of department personnel, maintains harmonious work environment, provides direction and coaching to EPD and EOC employees and performs employee performance evaluations on staff. This position remains current on relevant laws, rulings, state and federal regulations and performs regular reviews of operation plans, policies, programs and any other directive that applies to the department's operations. Plan, organize, and direct all programs and activities of the Emergency Preparedness Department, ensuring the department's compliance with applicable state and federal regulation, safety standards and local ordinances. Develop and administer department operating and capital budgets. Ensure effective and efficient use of budgeted funds, personnel, materials, facilities, and approves and/or prepares expense reports for finance. Maintain and update departmental specific policies, plans and procedures. Coordinate the development, maintenance, and testing of a comprehensive all-hazard emergency management program for the County and surrounding areas. Provide staff and essential personnel with training programs and development opportunities to further develop their skill sets. Research, prepare, write and submit various emergency management grant applications for local, state, and federal funding. Coordinate with all emergency support functions for evacuation during major disasters and ensures emergency alert and warning information is disseminated and adjusts OPCON levels accordingly. Plan and coordinate the maintenance of the Emergency Operations Center facilities, training and equipment preparation to ensure continuous readiness for immediate activation when needed. Conduct drills and exercises with County staff, outside agencies, and the public as scheduled or necessary. Direct the procurement of department supplies and equipment; ensures and/ or participates in the proper maintenance and calibration of emergency equipment and proper installation and maintenance of electronic communications, radio and computer equipment. Provide guidance and serves as the focal point for all matters relative to Homeland Security, Defense issues and other SCEMD items relevant to include emergency response and relocation planning in all emergencies or disasters. Serve as Berkeley County Emergency Management representative to various committees, planning groups, and task forces dealing with emergency management and homeland security issues. Perform other duties as assigned.

**QUALIFICATIONS:**

Bachelor's degree in Public Administration, Emergency Management or Associates Degree in Emergency Services Administration and certification as Emergency Manager pursuant to FEMA recommendations or Executive Fire Officer/Fire Officer Level IV (as defined by NFPA 1021) and 5 years related work in Emergency Management and Preparedness required; or any combination of and qualifications pursuant to with experience equivalent to this position.

Certification in NIMS, ICS 100, 200, 300, 400, 700, 800, 230, 235 or EMI Professional Development series preferred or must obtain certifications within six (6) months of employment. **Employee will be separated from employment if required certifications are not obtained within period of time stated and maintained throughout employment.**

Must have and maintain a valid driver's license for South Carolina with a safe driving record.

Must have or be able to obtain an Emergency Vehicle Driver Training certification within six (6) months of employment.

Must have experience in operating under the ICS in real world emergencies and capable of managing personnel in emergency operations.

Must be capable of preparing Director reports and presentations to Council, Elected officials, etc.

Personal computer experience including, Microsoft Word and Excel. WebEOC and Palmetto preferred.

Excellent communications skills, both oral and written.

A criminal background check will be completed on selected applicant if a current one (less than 3 years old) is not on file.

**PHYSICAL REQUIREMENTS:**

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; walk; and use hands to handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk and hear. The employee must frequently lift and/or move up to fifty (50) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

**SAFETY INFORMATION/DUTIES:**

This is a safety sensitive position and is subject to random drug and alcohol testing. Attends all required safety training, follows safety policies and procedures and uses appropriate PPE (Personal Protective Equipment) for assigned tasks and ensures that subordinate team members meet these same safety requirements which may include taking corrective action.

**HOURS OF WORK/MISCELLANEOUS INFORMATION:**

This position is classified as exempt and reports directly to the Emergency Services Division Director. Thirty-seven and a half (37.5) hours per week. Normal work hours are Monday through Friday 8:00 a.m. until 5:00 p.m. with the ability to work after hours when necessary. Must be able to work flexible hours including overtime and during emergency situations when necessary. Scheduled hours/days, job location, duties and any other information contained herein is subject to change. Must be able to attend evening and weekend meetings as required. Must be able to respond to any emergencies that arise. Travel outside of the county may be required.

If you are interested in applying for a position with Berkeley County Government, you will need to set up a personal account and apply online, click on "Applicant Online" from our website [www.berkeleycountysc.gov](http://www.berkeleycountysc.gov) and follow the prompts. For questions, please contact Human Resources at 843-719-4163. Computers are available in the Berkeley County Administration building and the County Libraries to apply online.

**EMERGENCY PREPAREDNESS DIRECTOR – GRADE: 124  
ENTRY LEVEL BIWEEKLY RATE OF PAY: \$2236.92 – \$2572.46**

**Date of Posting: 10/10/2017  
Closing Date: Subject to close at any time.**

**BERKELEY COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.**

**All employees of Berkeley County Government are employed on an "at-will" basis which means that the employee may discontinue the employment relationship at any time, with or without notice or cause, and that Berkeley County Government may discontinue the employment relationship on the same grounds.**

***APPLICATIONS WILL NOT BE ACCEPTED FOLLOWING THE CLOSING DATE.***