

**RESOLUTION TO ADOPT NEW JOB DESCRIPTION FOR THE POSITION OF ASSISTANT DIRECTOR OF EMERGENCY SERVICES RANGE 2228**

**WHEREAS**, Plumas County Personnel Rule 5 provides amendments to be made by resolution of the classification plan covering all positions in the County service; and

**WHEREAS**, during the fiscal year needs may arise to amend the Classification Plan; and

**WHEREAS**, the Sheriff requested the Human Resources Director to assist in creating a new job classification for an Assistant Director of Emergency Services, range 2228; and

**WHEREAS**, the position is under the general direction of the Emergency Services Director / Sheriff; and

**WHEREAS**, the Human Resources Director has obtained confirmation of the Sheriff's Employee Associations meet and confer obligation. The Association has no objections to approve adding this job classification to the current Memorandum of Understanding classification list.

**NOW, THEREFORE BE IT RESOLVED** by the County of Plumas Board of Supervisors as follows:

Approve Resolution adding the attached job description of Assistant Director of Emergency Services to the County's classification plan.

The foregoing Resolution is duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board held on the 1st day of November, 2016 by the following vote:

AYES:	Supervisors	ENGEL, GOSS, SIMPSON, SWOFFORD, THRALL
NOES:	Supervisors	NONE
ABSENT:	Supervisors	NONE

  
Chairperson, Board of Supervisors

ATTEST:

  
Clerk of the Board

**ASSISTANT DIRECTOR OF EMERGENCY SERVICES**

**DEFINITION**

Under the direction of the Plumas County Office of Emergency Services Director/Sheriff, to plan, organize, and assist with the administration of the County's emergency services activities. This position assists with pre-emergency planning, emergency response activities, and post-emergency functions; to serve as a liaison with local fire districts; to perform special assignments as directed; to maintain administrative reports; and to do related work as required.

**DISTINGUISHING CHARACTERISTICS**

This position's primary emphasis is on emergency services program development and implementation, staff coordination, development of community resources, and program administration for assigned areas. The incumbent also provides individual services in assigned areas of responsibility.

**REPORTS TO**

The Emergency Services Director / Sheriff

**CLASSIFICATIONS DIRECTLY SUPERVISED**

None

**EXAMPLES OF DUTIES**

- Member of the County's Emergency Medical Care Committee.
- Alternate Chief of the Operational Area Counsel.
- County's Representative on the Regional American Red Cross Board.
- Maintains the County's Emergency Operations Plan and assist the Environmental Health Director with the Bio Terrorism and Hazardous Materials Response Plan.
- Member of the LEPC (Local Emergency Planning Committee);
- Attend Plumas County Public Health Preparedness Coalition meetings as needed or requested.
- Attend Plumas County Fire Chief's meetings as a member;
- Respond to extraordinary emergency incidents not limited to vegetation fires with a structure or life threat, structure fires, hazardous material incidents and/or multi casualty incidents.
- Serve as a liaison between Fire /Law Enforcement/Public Works/Red Cross and other responder agencies. Coordinate emergency response with neighboring counties through various types of agreements and assist in providing mutual aid resources as needed.
- Performs the Public Information Officer function on behalf of the Board of Supervisors/County at all emergency's making local and regional or national press releases as required.
- Administers the Emergency Management Preparedness Grant (EMPG) and assists in the Homeland Security Grant Programs (HSGP) for the county.
- Oversees and/or assist in training for County employees to comply with SEMS/NIMS. Recruits volunteers to fulfill emergency staffing requirements.
- Creates and maintains a schedule reflecting 24/7 OES coverage.
- The Assistant Director of Emergency Services will assume the role of the Director in his/her absence as determined by the OES Director.
- In the absence of the Assistant Director of Emergency Services these duties may be delegated to other staff at the discretion of the OES Director.
- The Assistant Director of Emergency Services shall be notified by Sheriff's Dispatch of all emergencies listed below:
- All Major Wildland Fires; All Major Structure Fires; All Haz-Mat Incidents; SWAT activations; Major Power Outages; 911 System Failures; Major Crimes; Search and Rescue Activations; Homeland Security Threat Level Elevations; or any time we received damage to county property under the control of our mission.