

**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.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of law enforcement radio communication devices; use of office equipment including computers, telephones, calculators, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office; occasionally works outside; continuous contact with staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Methods, techniques, and practices of federal, State, and local emergency services.
- Laws, codes, rules, regulations, and ordinances governing emergency services and fire services.
- Principles and techniques of fire inspection.
- Purposes, requirements, and mandated programs of State and federal agencies overseeing emergency service and fire service activities.
- Fire prevention and control.
- Program development and expenditure control.

#### **Ability to:**

- Plan, organize, coordinate, implement, and assist with the administration of County emergency services programs.
- Ability to assist with the implementation and oversight of a variety of services and programs related to emergency services.
- Analyze and interpret laws and regulations and regulations related to assigned areas of responsibility.
- Prepare concise and accurate records and reports.
- Ability to communicate effectively with others from diverse socio-economic and cultural backgrounds.
- Effectively represent assigned programs and services in contacts with the public, community organizations, other County staff, and other governmental agencies. Maintain cooperative working relationships at all times.

**TRAINING AND EXPERIENCE:**

Four (4) years of responsible work experience in government or business program development, implementation, and administration. Experience in emergency and disaster services preferred.

**SPECIAL REQUIREMENTS:**

Must have a valid California Driver's License issued by the California Department of Motor Vehicles. The valid California Driver's License must be maintained throughout employment.

All County of Plumas employees are designated Disaster Services Workers through State law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.