



Lake County
Emergency Management Director/Safety Officer

BAND	GRADE	SUBGRADE	FLSA STATUS
C	4	2	Exempt

NATURE OF WORK

This position is responsible for planning and developing emergency management programs. Responsibilities may include leading efforts to create emergency plans; responding to, mitigating damage, and recovering from emergency and disaster situations; preparing grant applications; developing emergency management training; managing emergency operations and projects; recommending policy changes; assisting with division budget; and delivering emergency preparedness outreach.

Serves as the County Safety Officer.

TYPICAL CLASS RESPONSIBILITIES: (These responsibilities are a representative sample; position assignments may vary.)		FREQUENCY	BAND/ GRADE
1.	Develops emergency management programs and plans, including the Emergency Operations Plan, Hazard Mitigation Plan, and related County plans to respond to, mitigate damage, and recover from emergency and disaster situations.	Daily 20%	C4
2.	Prepares grant applications and manages grant budgets to ensure proper use of funds.	Daily 20%	B2
3.	Develops emergency management training for staff and response partners.	Weekly 10%	C4
4.	Manages emergency operations and projects to ensure efficient and effective functioning of the department; recommends policy changes to increase department effectiveness.	Daily 25%	C4
5.	Prepares claim, budget, administrative, and related reports.	Weekly 10%	B2
6.	Delivers emergency preparedness outreach to provide information to the public; represents the County at related state meetings and conferences; advises elected officials and others regarding disaster response and public warning procedures and practices.	Monthly 15%	C4
7.	Performs other duties of a similar nature or level.	As Required	N/B

FUNCTIONAL SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

Positions assigned to Safety may be responsible for:

- Assessing programs to ensure compliance with OSHA regulations.
- Preparing and maintaining safety policies for the County.
- Coordinating required safety training.



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LEVEL OF DECISIONS

Incumbents have appreciable latitude for determining the appropriate actions, decisions, or processes to use due to their professional knowledge and experience. Assignments are broad in nature, usually requiring some originality and ingenuity to ensure an appropriate alignment between assignments and organizational policies and objectives. Knows fundamental concepts, practices, and procedures of assigned field; originality and ingenuity are required.

DIRECTION RECEIVED

Work under minimal direct supervision, but is provided with clear objectives and standards to coordinate the assigned program.

DIRECTION PROVIDED

Incumbents troubleshoot problems and issues commensurate with relevant experience.

TRAINING AND EXPERIENCE REQUIREMENTS

Bachelor's degree in Emergency Management or related field; 3 years related experience; or an equivalent combination of education and experience.

LICENSING REQUIREMENTS

Incumbents in this class typically require:

- Certified Emergency Manager
- Valid driver's license

KNOWLEDGE REQUIREMENTS

- Budgetary principles;
- Customer service principles;
- Training principles and requirements;
- Emergency response procedures and practices;
- Report preparation techniques;
- Applicable federal, state, and local laws, rules, and regulations.

SKILL REQUIREMENTS

- Providing customer service;
- Developing trainings;
- Using computers and related software;
- Developing emergency response programs;
- Safety principles;
- Managing department operations;
- Applying and explaining applicable laws, codes, regulations, policies, and/or procedures;
- Preparing a variety of reports;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.



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PHYSICAL REQUIREMENTS

Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

CLASSIFICATION HISTORY

DATE	COMMENT
June, 2017	Draft prepared by GBS (MO)
June, 2020	Revised Safety Officer duties

NOTE

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.