

Job Description and Duties

Emergency Management Director

The Perry County Emergency Management Director is subject to the direction and control of the Perry County Commissioners and shall be the executive head of the Agency and shall have the responsibility for the organization, administration, and operation of the emergency management organization including the following specific duties and powers:

- 1) Keep the County Commissioners fully informed on emergency management activities
- 2) Assure that all duties and responsibilities of the Emergency Management Agency are completed.
- 3) Design and conduct exercises of the Local Emergency Operations Plan (LEOP) as required State Emergency Management Agency of Missouri.
- 4) Assure that the LEOP addresses all hazards and includes the cities, towns, and other population centers within the county.
- 5) Submit to the Missouri State Emergency Management Agency the Emergency Management Performance Grant (EMPG) assessment documentation specified in SEMA's required format within SEMA's required time frame.
- 6) Provide to SEMA annual reports and documentation as mandated.
- 7) Completely manage the department's various functions, including among others financial, personnel, grants, and logistics.
- 8) Assure that the activities of the Agency at all times comply with Perry County ordinances and policies.
- 9) Manage all operational functions of the County's Emergency Operations Center.
- 10) Attend regional quarterly meetings with SEMA, Homeland Security, Local Emergency Planning District, and Perry County Fire Chiefs Association.
- 11) Attend and attain passing grades, such as emergency management training as may be required by FEMA or SEMA
- 12) Assure coordination within the county of all activities for emergency management.
- 13) Maintain liaison and coordinate with all other affected agencies public and private.

14) Accept any offer of Federal Government to provide for the use of the County any services, equipment, supplies, materials, funds or licenses or privileges to use real estate or other premises, to the county for emergency management purposes.

15) Make rapid and accurate assessment of: property damage, personal injuries, fatalities, basic needs, and special needs.

16) Shall be on-call 24 hours a day, when available, to respond to all requests for assistance from all Perry County Public Safety Agencies in incidents involving, but not limited to, hazardous materials, unknown substances, terrorist threats or acts, weather related emergencies, mass casualty incidents. The Director shall provide technical assistance as appropriate, and shall act as liaison and primary contact point between county agencies and State and Federal agencies.

17) Shall maintain active membership in the Southeast Missouri Emergency Planning District.

18) Shall maintain active membership in the Scott, Cape Girardeau, Bollinger, and Perry county COAD

19) Shall utilize the Missouri WebGrants system to apply for, manage, and document grants from the Missouri Department of Homeland Security.

20) Shall maintain, document inventory, and deploy Perry County assets purchased with Homeland Security grant funds.