

Sevier County Job Description



Title: County Emergency Manager Deputy	Department: County Sheriff
Grade: 19	FLSA Status: Non-Exempt
Job Code: 238	Effective Date: 01/18 (Last Revised 06/19)

GENERAL PURPOSE

Performs a wide range of **working level, professional law enforcement duties** intended to secure a safe environment for county citizens and to protect rights as established by federal, state, and local laws. Performs a variety of **administrative and technical** duties related planning, organizing and coordinating the development, implementation and conducting of emergency management operations.

SUPERVISION RECEIVED

Works under the general supervision of the Chief Deputy or County Sheriff.

SUPERVISION EXERCISED

Provides some supervision during emergencies.

ESSENTIAL FUNCTIONS

Enforcement:

- Patrols assigned roadways to observe traffic for violations of traffic laws and ordinances and determines violations and makes arrests ensuring proper procedures and protocol are followed;
- Performs investigations and stationary surveillance, conducts search and seizure with proper warrants and exchange information with other law enforcement;
- Responds to complaints, robberies, domestic quarrels, assaults and vandalism;
- Serves as an agent of the court, performs extraditions, transports prisoners and mental subjects/patients;
- Meets with attorneys on legal questions and appears in court to offer testimony;
- Performs all responsibilities required of a Deputy Sheriff and related duties as needed.

Emergency Manager:

- Plans, develops, and implements emergency management operations and related initiatives for Sevier County in accordance with State and National emergency preparedness requirements and standards;
- Analyzes, develops and coordinates emergency preparedness programs;
- Adjusts emergency plans, procedures or protocols to reflect changes and improve efficiency as appropriate;
- Develops a multi-agency approach in the coordination of planning, training and provision of emergency services;
- Establishes liaison with city, county, state, federal and private agencies such as FEMA, State Emergency Services, local emergency responders, and School District;
- Ensures successful development and implementation of emergency management by influencing managers and employees and aligning roles and its responsibilities of departments with Strategic objectives;
- Identifies types of training necessary for appropriate community members and County employees and assists them in understanding their role in the Incident Command System and how it impacts others;
- Coordinates periodic drills of emergency plans including, but not limited to, mock disasters, systems failures, toxic chemical releases and evacuations, communication interruptions, activation of the emergency operations center and use of the emergency broadcast system and coordinates area-wide evacuation plans with fire, police and other agencies;
- Works with FEMA, the American Red Cross, and other community service organizations for post-disaster support and assistance;
- Under the direction of the Sheriff, may be required to be the Incident Commander in the Field;
- May respond to emergencies as an observer and communications coordinator;
- Under the direction of the Sheriff, procures grants and maintains grant records and training records;
- Prepares reports, makes public presentations, and keeps current on disaster management and recovery methods;
- Catalogs availability of materials, technical support and emergency services.

MINIMUM QUALIFICATIONS

1. **Education and Experience:**

Graduation from high school or equivalent and POST Peace Officer Certification, plus two (2) years of education or training in emergency management or response, disaster mitigation, or related field, and four (4) years of responsible experience performing above related duties, with a preference of three (3) years being performed with Sevier County.

* An equivalent combination of education and experience may be considered.

2. Knowledge, Skills, and Abilities:

Considerable knowledge of

- Local, state and federal laws such as traffic code, juvenile code, civil procedures and criminal code;
- Guidelines related to use of force, including deadly force;
- Standardized Field Sobriety Test procedures and drug identification and First-aid administration;
- Arrest, search and seizure laws, booking processes and procedures, court procedures.

Working knowledge of

- Current practices and trends in emergency management;
- Local, state, and federal emergency management policies and programs;
- The use of a variety of technical equipment.

Considerable skill in

- The art of diplomacy and cooperative problem solving and leadership and behavior;
- Interpersonal communication skills;
- Emergency Vehicle Operations, use of firearms, communication equipment, computer operations, etc.

Ability to

- Apply modern law enforcement principles, procedures, techniques, and equipment in various law enforcement situations;
- Interpret the civil and criminal code related to law enforcement and the elements of crime;
- Demonstrate knowledge of how to react in emergency situations;
- Follow established safety practices and procedures common to the law enforcement work;
- Establish and maintain effective working relationships with elected officials, department heads, and officials of other jurisdictions, subordinate staff and County residents;
- Analyze emergency operations, make appropriate recommendations, develop plans, training programs, periodic drills, and appropriate training systems.
- Communicate effectively verbally and in writing;
- Interpret plans and visualize completed projects in planning stages and estimate the end results;

3. Special Qualifications:

- Must possess a valid Utah State Driver’s License.
- Must be P.O.S.T. certified as a Law Enforcement Officer and/or Corrections Officer certified.
- Must complete 40 hours of job-specific training per year to maintain certification.
- Must possess a CPR and First Aid Certification.
- Must work rotating shift work.
- Must be subject to contact 24 hours a day, 7 days a week.
- Resident of Sevier County.

4. Work Environment:

- Functions of the position generally performed in a controlled environment.
- Many functions of the work pose high degree of hazard uncertainty.
- Physical readiness and conditioning may be a condition of job retention.
- Various levels of mental application required, i.e., memory for details, emotional stability, discriminating thinking, creative problem solving.
- Periodic exposure to the presence of blood borne or airborne pathogens.
- Perform at times in a typical office setting with appropriate climate controls, however, tasks require a variety of physical activities and continuous use of motor skills.
- Must be able to lift 50 pounds on a consistent basis.
- Talking, hearing, seeing, common eye, hand and finger dexterity required in the normal course of performing the job.
- Periodic travel required in normal course of job performance.
- Must be able to respond to emergencies 24 hours a day, 7 days a week.



Disclaimer: The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this classification. This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)

I have reviewed this job description with the employee: _____ Date: _____
(Supervisor Signature)