

COUNTY OF JUNIATA
POSITION AVAILABLE

September 2009

Applications are currently being accepted for the following position in Juniata County Emergency Management. County employees and other qualified applicants interested should apply at the Juniata County Department of Emergency Services, 11 N Third St. Mifflintown, Pa. 17059 or call (717)-436-7730 for application information.

POSITION: Operations & Training Officer - 37.5 hours/week
(The status of this position from year to year is contingent upon fundinn availability.)

DEPARTMENT: Emergency Services

SALARY: \$13.00/hr

QUALIFICATIONS: Bachelor's Degree or two years experience with government or other public agency in program development and implementation.

DUTIES: Develop, review and update emergency plans. Design and conduct Emergency Management training exercises for all county disciplines. Respond to emergency incidents as necessary. Serve as Chief Deputy of Emergency Management.

**APPLICATIONS FOR THE ABOVE POSITION WILL BE ACCEPTED UNTIL A SUITABLE
CANDIDATE IS SELECTED**

JUNIATA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

JUNIATA COUNTY

Department of Emergency Services

DEPUTY EMERGENCY MANAGEMENT COORDINATOR / OPERATIONS & TRAINING OFFICER

POSITION DESCRIPTION

Serve as the Deputy Emergency Management Coordinator and assume the responsibilities of the Department in the absence of the Coordinator. Serve as the Facilitator for Emergency Management Planning and Training.

POSITION OBJECTIVES

Responsible for developing, reviewing and updating emergency response plans, operational procedures, and training programs for Emergency Management activities at the County and municipal levels of government, as well as with adjacent Emergency Management jurisdictions and Regional Task Forces.

RESPONSIBILITIES

- Assist in the daily operation and duties of the Department of Emergency Services.
- Coordinate and provide professional in-service training to local Municipal Emergency Management Coordinators for all of the County=s municipalities
- Provide administration to the Citizen Corps and County Animal Response Team (CART) programs.
- Coordinate, and supervise emergency management training programs for County Emergency Operations Center staff, industry and Local Emergency Planning Committee members, local coordinators and public officials, and emergency management volunteers.
- Maintain a training profile on all Emergency Management related personnel.
- Maintain liaison with the training staff of the Pennsylvania Emergency Management Agency (PEMA).
- Prepare public information programs to promote emergency management to public organizations and civic groups.
- Develops, coordinates, conducts, reviews and evaluates exercises (drills, tabletop, functional, full-scale, etc.) throughout the county and mutual aid counties.
- Inspect, inventory, organize, prepare and coordinate all available manpower, materials, supplies, equipment, facilities, and services necessary for disaster preparedness, response and recovery.
- Assists in the development, review and coordination of all plans maintained within the EMA Office. Plans include, but are not limited to, the County Emergency Operations Plan, school plans, daycare center plans, personal care home plans, prison plans, airport plans, off-site response plans, hazard specific plans, and contingency plans.
- Performs duties as a Deputy Emergency Management Coordinator (EMC) in the absence of the County Certified EMC.
- Serves on the Juniata County EOC as a Deputy/Alternate EMC or Section Chief as necessary.
- Respond to emergency incidents within the county as directed by the Emergency Management Coordinator.

OTHER DUTIES

- Prepares required local, state and federal reports.
- Periodically called upon to be on-call and provide for incident responses.
- Performs other job related duties as assigned or required in accordance with Title 35, Act 165, Act 78, Act 45, Act 227-2002

SUPERVISION RECEIVED

Reports to and receives supervision from the Director of Emergency Services.

WORKING CONDITIONS

- Works is primarily indoors with average exposure to noise. Moderate stress and disruptions, however, in times of emergency, conditions can be indoors or outdoors and usually highly stressful.
- Employee can be exposed to various fumes, odors, toxic conditions or other elements.
- High potential to have to make resource allocation decisions which affect life/death situations.
- Occasionally exposed to highly traumatic situations and events.
- In the event of an emergency, must be available on a 24 hour basis to report to the Emergency Operations Center.

PHYSICAL AND MENTAL CONDITIONS

- Medium work with occasional lifting/carrying of objects.
- Must be able to cope with the physical, mental and emotional stress of the job.
- Maintains emotional stability during stressful situations.

QUALIFICATIONS

- EDUCATION/TRAINING
 - Bachelor's degree or two years experience with government or other public agency in program development and implementation.
 - Experience in radio and telephone system operation.
- PROFESSIONAL DEVELOPMENT
 - Must successfully complete and maintain the Deputy Coordinator basic and advanced requirements of PEMA Directive 90-3 as currently prescribed or amended.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Knowledge of the principles, methods, and practices of Emergency Management.
- Knowledge of instructional principles and methods including the preparation and use of computer, visual, and other teaching aids.
- Ability to work with public officials, first responders, and the general public; speak and write effectively; and organize work and carry it to completion with little or no supervision.
- Must possess ability to function independently, have flexibility and personal integrity and the ability to work effectively with clients, co-workers and others.
- Must possess ability to maintain confidentiality in regard to client information and records.
- Must possess the technical knowledge of operating personal computers and other office equipment.
- Must possess a valid Pennsylvania Driver=s License and travel as needed.

I HAVE READ THE ABOVE POSITION DESCRIPTION AND FULLY UNDERSTAND THE REQUIREMENTS SET FORTH THEREIN. I HEREBY ACCEPT THE POSITION OF OPERATIONS & TRAINING OFFICER AND AGREE TO ABIDE BY THE REQUIREMENTS AND DUTIES SET FORTH. I WILL PERFORM ALL DUTIES AND RESPONSIBILITIES TO THE BEST OF MY ABILITY.

(Signature of Employee)

(Date)

(Signature of Supervisor)

(Date)

In compliance with the Americans With Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss the potential accommodations with the employer.