

**Hampshire County
HSEM/HCESA
Deputy Director
Job Description**

Statement of Duties: Responsible for the program management for the department, in conjunction with the Director. Reviewing and writing plans for homeland security and emergency management and acts as the Director when he/she is unavailable. Employee is required to perform all similar or related duties as the Director.

Supervision Required: Employee works under the general direction of the Homeland Security and Emergency Management and Emergency services Director. The employee plans and carries out the regular work in accordance with standard practices and previous training, with substantial responsibility for determining the sequence and timing of action and substantial independence in planning and organizing the work activities, including determining the work methods. The employee is expected to solve, through experienced judgment, most problems of detail or unusual situations by adapting methods or interpreting instructions to resolve the particular problem. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor, but ordinarily the employee plans the work, lays it out and carries it through to completion independently.

Supervisory Responsibility: Employee will assist and supervise other employees, assist with the daily operations of the paid EMS and also help establish policy and procedures as it relates to daily operations. Employee will assist in investigation of complaints within the agency and evaluations. Strong written and oral communications are a must.

Judgment: The work requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices and precedents which may be complex or conflicting, at times. Judgment is used in analyzing specific situations to determine appropriate actions. Employee is expected to weigh efficiency and relative priorities in conjunction with procedural concerns in decision making. Requires understanding, interpreting and applying federal, county and local regulations.

Complexity: Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact-finding techniques; or determining the methods to accomplish the work.

Work Environment: The work environment involves everyday discomforts typical of offices. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. Field work is also required for this position.

Nature and Purpose of Public Contact: Build a rapport with co-workers, public, groups and/or individuals such as civic leaders, peers from other organizations, representatives of professional organizations, and the news media. The employee serves as a spokesperson or recognized authority of the organization in matters of substance or considerable importance. The employee, on behalf of the department, communicates departmental practices, procedures, regulations or guidelines. May be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation.

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Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Planning activities that may include working with communities and/or consultants for the Emergency Operations Plan, Risk Assessment and Mitigation Planning, Emergency Planning for People with Special Needs, Evacuation Planning for a National Capital Regional Event, Regional Planning Efforts, Planning for Animals in Disaster, COOP and/or COG (Continuity of Operations and Continuity of Government) Planning, Flood Warning Plans, Threat Hazard Identification and Risk Assessment, etc.
2. Planning for and participation in training exercise activities at the local, regional and state levels.
3. Must be able to serve as the Deputy Director to the Director of Hampshire County HSEM/HCESA.
4. Participation in the Hampshire County Local Emergency Planning Committee and their activities.
5. Other duties as assigned by the Director of Hampshire County HSEM/HCESA.
6. Must be available 24/7/365 in case of emergency, and be available for daytime, evening, overnight, and/or weekend assignments, and travel to attend meetings and conferences.

Recommended Minimum Qualifications:

Education and Experience: High School diploma or equivalent with three to five years (3-5) years of emergency management, military, or first responder (Fire, EMS) work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements: Must successfully complete annual training/certification requirements and NIMS requirements. Must successfully complete a background check. A valid driver's license is required for this position.

Knowledge, Abilities and Skill

Knowledge: Emergency management and program management, common policies, practices and procedures of the department and office operations; laws and regulations pertinent to position functions. Working knowledge of computer databases, various software, programs, and the Internet in support of department operations.

Abilities: Ability to interact effectively and appropriately with the public and other personnel, perform multiple tasks and maintain confidential information.

Skills: Proficient personal computer skills, volunteer coordination, technical writing and communication skills. Outstanding interpersonal skills and attention to detail required.

HAMPSHIRE COUNTY COMMISSION

HCESA / HSEM

1160 Jersey Mountain RD - Romney, WV 26757

Ph: (304) 822-7513 Fax: (304) 822-7430

Application for Employment

Must be returned by April 14th at 4:00pm

Disclaimer: We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

PLEASE PRINT

Position(s) Applied for:

How did you learn about the position? (please --√)

Advertisement Relative Inquiry Friend

Employment Agency Other: _____

Last Name	First Name	Middle Name	
Mailing Address	City	State	Zip code
Physical Address (If PO Box or if different from Mailing Address:			
Telephone numbers:	Best time to contact you?	am/pm	Social Security Number
Home:	Cell:	Other:	- -
Email Address:			Date of Birth:

Please check yes or no to the questions below:	Yes	No
Have you ever filed an application with us before?		
If yes, Give date:		
Do any of your family members work here?		
Are you currently employed?		
May we contact your present employer?		
Are you legally eligible for employment in the United States? <i>(proof of citizenship or immigration status required upon employment)</i>		
Are you currently on "lay-off" status and subject to recall?		
Can you travel if a job requires it?		

Have you ever been charged of a crime (excluding traffic violations)?

Date available for work:

If yes, what State? _____ Date of Charge: _____

___ / ___ / ___

Desired salary range? _____

Are you available to work:

(Please check all that apply)

Full time Part-time

Temporary Rotating shifts?

Do you have a preferred shift? [] Days

[] Evenings [] Nights

EDUCATIONAL INFORMATION

	Name and Address of School	Course of Study	Years completed	Diploma/Degree
High School				
Technical School				
Undergraduate College				
Graduate Professional				
Other (specify)				

Describe any specialized training, apprenticeship, skills and extra-curricular activities below (including any job-related training received in the United States Military):

EMPLOYMENT HISTORY

Start with your present or last job. Attach additional pages as necessary. Include any job-related military service assignments and volunteer activities. You may exclude organization which indicate race, color, religion, gender, national origin disability or other protected status.

Employer:		Dates Employed		Work Performed:
Address :		From	To	
Telephone Number(s):		Starting Salary	Final Salary	
Job Title:	Supervisor:			Reason for leaving:

Employer:		Dates Employed		Work Performed:
Address :		From	To	
Telephone Number(s):		Starting Salary	Final Salary	
Job Title:	Supervisor:			Reason for leaving:

Employer:		Dates Employed		Work Performed:
Address :		From	To	
Telephone Number(s):		Starting Salary	Final Salary	
Job Title:	Supervisor:			Reason for leaving:

Employer:		Dates Employed		Work Performed:
Address :		From	To	
Telephone Number(s):		Starting Salary	Final Salary	
Job Title:	Supervisor:			Reason for leaving:

List professional, trade, business or civic activities and offices held. *(You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.)*

Other Qualifications: Summarize special job-related skills and qualifications acquired from employment or other experience.

Check below to indicate any specialized skills and equipment you have experience with:

PC/MAC Typewriter (_____ wpm) Keyboarding (_____ wpm) Spreadsheets
 NIMS Training (Nat'l Incident Management System/Incident Command) EMT Paramedic

State any additional information you feel may be helpful to us in considering your application:

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given?

Yes No

REFERENCES

You must include three non-family member references who can speak to us as to your character and abilities as they would apply to this position.

Reference 1

Name: _____ Phone number(s) _____

Mailing address: _____

Email Address : _____

Reference 2

Name: _____ Phone number(s) _____

Mailing address: _____

Email Address: _____

Reference 3

Name: _____ Phone number(s): _____

Mailing address: _____

Email Address: _____

For Personnel Office Use Only

References:

1- Favorable Unfavorable Date checked: _____ Checked by: _____

Comment: _____

2- Favorable Unfavorable Date checked: _____ Checked by: _____

Comment: _____

3- Favorable Unfavorable Date checked: _____ Checked by: _____

Comment: _____

Office Use Only

Position(s) Applied For Is Open: Yes No Position(s) considered for: _____

Date: _____

Ph: 304 822-7513

Fax: 304 822-7430

Email:

bmalmcol@hampshirewv.com

Return Application to:

Hampshire County HCESA/HSEM Board
Attn: Brian Malcolm
1160 Jersey Mountain RD
Romney, WV 26757

PLEASE READ THIS APPLICATION CAREFULLY

All sections of this application shall be completed, submit any additional information which you feel is pertinent to the position you are seeking. Do Not erase, scratch through or change this application in any manner. Application is to be clean and legible.

This position for which you are about to apply for requires pre-employment drug screening.

The position for which you are about to apply for will expose you to information that must, as a requirement by law, be kept confidential. For this reason, in order for you to be considered for the position, you will be required to submit to rigid testing standards, through interview(s) and a COMPLETE background investigation.

STATEMENT OF UNDERSTANDING

Read and Sign this statement to indicate your agreement to these terms and conditions:

TO: Any Law Enforcement agency, court or other governmental body; or

Any Doctor, Hospital, Medical Association; U.S. Armed Forces, Maritime Service Veterans Administration; the U.S. Selective Service System; or

Any academic Dean, Registrar, Principal, Guidance Counselor, or other authorized person at any College, business trade or high school; or

Any past or present employer; Credit Bureau or Retail Merchants Association; Bank financial Institution or any other credit extending agency.

I have applied for employment with the Hampshire County Commission and I am aware that my entire background is to be investigated. Upon presentation of this release or copy hereof, I hereby respectfully request and authorize you to furnish the Hampshire County Sheriff's Office /Commission any and all information you have concerning me my work performance, school record and conduct my reputation and any of my financial and credit status. Please include any and all medical and physical and mental records or reports, including information of a confidential or privileged nature, and photocopies of the same if required. This information is to be used to assist the Hampshire County Commission in determining my qualifications and fitness for the position I am seeking.

I hereby waive all rights to view or have access to any information given to the Hampshire County Sheriff's Office/Commission as part of the employment investigation. I hereby release you, your organization or other from any liability or damage which may result from furnishing the information requested to be released above.

Signature of Applicant

Date signed
