

# Hampshire County HSEM

## Job Description

### Director, Office of Homeland Security and Emergency Management

The Director Shall be responsible for the administration, planning, coordination and operation of all emergency preparedness activities in the County. The Director shall maintain liason with municipal, county, state, and federal authorities, and the authorities of adjacent and near-by political subdivisions so as to insure the most efective emergency operations. The Director of Hampshire County Homeland Security and Emergency Management shall comply with the standards and requirements of the State of West Virginia, the Federal Emergency Management Agency, the West Virginia Office of Emergency Management and the Hampshire County Commission.

#### **RESPONSIBILITIES**

1. Develop and maintain the Hampshire County Emergency Operations plan.
2. Oversee the County's radio communication systems (VHF and WV digital UHF Statewide Interoperable Radio Network) and tower site locations, including FCC licensing, coordinating preventative maintenance inspection and testing, and coordination operational repairs when needed.
3. Maintain a level of knowledge and training on the State of WV Division of Emergency Management (web based) operational software system and reporting Situational Events or Emergency Incident Events occurring within the county and/or making resource request for needed county support.
4. Facilitating the recruitment and training volunteer personnel and agencies to augment the personnel and facilities for the protection of persons and property in case of an emergency disaster.
5. Conduct public information programs to educate the residents as to actions necessary and required for the protection of persons and property in case of an emergency disaster.
6. Conducting practive alerts and exercises to ensure the efficient operation of the county's emergency organization and to familiarize the resients of the county with the emergency regulations, procedures and operations.
7. Coordinating the activity of all other public and private agencies engaged in any emergency or disasterrelief program.
8. Negotiating with the owners or persons in control of buildings or other property for the use of such buildings for emergency or disaster relief purposes, and designating suitable buildings as public shelters.

9. Overseeing the implementation of all functions necessary during an emergency or disaster in accordance with the emergency operation plans for activating the county's Emergency Operations Center.
10. Developing and maintaining a countywide resource manual.
11. Assisting and facilitating the development of automatic aid and mutual aid agreements.
12. Coordinating all preparedness activities, including maintaining primary and alternate emergency operation centers.
13. Coordinating county emergency management activities related to Region 3 regional training exercises with those in adjacement jurisdictions.
14. Assisting and facilitating emergency response organizations with the coordination and training activities.
15. Assisting and facilitating hazard mitigation projects within the county.
16. Supervising the Office of Emergency Mangement personnel.
17. Developing budget recommendations for both HSEM.
18. Report to the Hampshire County Commission.
19. Develop and maintain with county departments the County's Continuity of Operations Plan (COOP).
20. Compile all the necessary documents needed for the WV Emergency Management Performance Grant Program (EMPG) application under the FEMA funding program for the County grant writer.

**KNOWLEDGE.SKILLS AND ABILITIES:**

Position requires extensive knowledge of local, state and federal laws and regulations relating to the civil defense and emergency preparedness, knowledge of the principles of emergency program planning and coordination, availibility to gather and utilize appropriate resources in the event of an emergency or local disaster and ability to establish and maintain effective working relationships with other agencies.

**EDUCATION AND EXPERIENCE:**

Any combination of education and/or work experience equivalent to graduation from an accredited college or university with major work in planning, public administration, emergency management, public safety or related field. Shall have completed the required Federal Emergency Mangement Agency training courses identified below under the National Incident Management System.

IS 100	IS 200	IS 300	IS 400
IS 700	IS 800		

Other required trainings for Emergency Managers as required by Federal Emergency Management Agency must be completed within 1 year of hire date.

FEMA Professional Development Series. IS 120c, 230e,235c,240c,242c, 244b, and any other trainings that becomes a requiremnt for the Emergency Management & Preperation Grant (EMPG) eligibility. Other duties as may be assigned.

**SALARY AND BENEFITS:**

The Director is appointed by and serves at the will and pleasure of the Hampshire County Commission. Position is full-time and eligible for full benefits as set forth in the Hampshire County Employee Handbook. Salary to be determined based on experience.

# HAMPSHIRE COUNTY COMMISSION

## Employment Application

APPLICANT INFORMATION			
Last Name		First	M.I.      Date
Street Address			Apartment/Unit #
City		State	ZIP
Phone		E-mail Address	
Date Available	Driver's License Number/State		Desired Salary
Position Applied for			
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?    YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever worked for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?
Have you ever been convicted and/or charged with a felony or any theft crime?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain

EDUCATION			
High School		Address	
From	To	Did you graduate?    YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
College		Address	
From	To	Did you graduate?    YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Other		Address	
From	To	Did you graduate?    YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree

REFERENCES	
<i>Please list three professional references. (References may not be a relative)</i>	
Full Name	Relationship
Company	Phone (      )
Address	
Full Name	Relationship
Company	Phone (      )
Address	
Full Name	Relationship
Company	Phone (      )
Address	

# HAMPSHIRE COUNTY COMMISSION

## Employment Application

PREVIOUS EMPLOYMENT			
Company		Phone ( )	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ( )	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ( )	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

MILITARY SERVICE	
Branch	From To
Rank at Discharge	Type of Discharge
If other than honorable, explain	

DISCLAIMER AND SIGNATURE	
I certify that my answers are true and complete to the best of my knowledge.	
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. My signature confirms that I authorize the Sheriff or designee to complete a thorough background investigation of my past and I agree to not hold anyone liable for any information obtained during my background investigation. I understand that I am not entitled to review information obtained during a background investigation.	
Signature	Date