



Job Description

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| TITLE: Emergency Manager | JOB CODE: 1290 |
| DEPARTMENT: Emergency Management | FLSA: Exempt |
| PREPARED: September 8, 2016 | FLSA CLASS: Executive |
| UPDATED: April 12, 2022 | WORK LOCATION: Aztec, NM |
| | REMOTE WORK ELIGIBLE: YES |

Summary: Under limited supervision, plans, coordinates and directs homeland security and emergency operations; develops and maintains the Emergency Operations Center; trains staff and conducts exercises; serves as the Flood Plain Administrator.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Develops, evaluates and implements department goals, policies and procedures; evaluates programs and work processes; ensures activities comply with applicable laws, policies and regulations.
- Manages operations and staff; prioritizes and assigns work and projects; hires, trains and evaluates staff; counsels and instructs employees; develops staff and conducts performance evaluations.
- Develops and monitors the budget; prepares special and recurring reports, budgets, grants, proposals and contracts; recommends and implements changes to existing policies.
- Provides leadership, direction and coaching to staff in problem resolution, planning, and work assignments.
- Conducts research and planning for the department; monitors industry trends and identifies potential changes; analyzes workload and recommends staffing assignments and adjustments; manages projects including grants and capital projects.
- Functions as the Director of Homeland Security for San Juan County and for the Cities of Aztec, Farmington and Bloomfield; coordinates all homeland security and emergency management activities with state and federal agencies; coordinates with the American Red Cross.
- Responds to emergencies that require the assistance of other agencies, including natural and man-made disasters; assists in coordination and management.
- Develops and maintains the Emergency Operations Center (EOC); functions as the EOC manager and trains others to fill the positions in the EOC; plans and conducts county-wide emergency exercises to keep staff trained to respond to emergency situations.
- Develops and maintains the Emergency Operations Plan; trains staff in the County and other agencies in the application of this plan.
- Functions as the Flood Plain Administrator and coordinates all flooding and water emergencies in the County.
- Coordinates County activities with the Department of Public Safety on search and rescue, HAZMAT and other types of emergency situations.
- Assists in the preparation of statutes, ordinances and resolutions related to disaster management, flood plain and radio communication.
- Directs the investigation of natural and man-made disasters occurring within the County.
- Promotes public awareness of emergency management.
- Performs other related duties as assigned.

Job Description
Emergency Manager

Required Knowledge and Skills:

- Knowledge of the principles and practices of emergency management.
- Knowledge of federal, state and local laws relating to emergency management.
- Knowledge of the organization and operations of local government agencies.
- Knowledge of management and personnel administration methods, techniques and policies.
- Knowledge of budgets, grant requirements and financial reporting.
- Skill in effectively managing, leading and delegating work and projects.
- Skill in planning and implementing policies and procedures.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in establishing and maintaining effective working relationships with elected officials, County staff and the general public.
- Skill in the use of a personal computer and standard business software.
- Skill in communicating effectively, both orally and in writing.

Education and Experience

- Bachelor's Degree in Business Administration, Public Administration, or a related field and seven (7) years of experience in emergency management; or, an equivalent combination of education and work experience sufficient to perform the duties of the position.
- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office and field environment; may be subject to repetitive motion such as typing, data entry and vision to monitor; may be subject to extended periods of intense concentration in the review of documents and reports.
- May be subject to bending, reaching, kneeling and lifting such as retrieving files, records, and reports.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.
- Some work duties may be performed "remotely" outside of County facilities. For remote access you must complete and maintain a current remote work agreement.

Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment.

Approvals:

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| Employee: | _____ | Date: | _____ |
| Supervisor | _____ | Date: | _____ |
| Department Head: | _____ | Date: | _____ |