



# San Miguel County Sheriff's Office

684 CR 63L Telluride, Colorado, 81435

**William S. Masters, Sheriff**

*"Upholding Liberty and Personal Responsibility"*

---

## EMERGENCY MANAGER POSITION

To apply for this position, send a letter of interest and resumé to Jennifer Dinsmore at [jenniferd@sanmiguelsheriff.org](mailto:jenniferd@sanmiguelsheriff.org) no later than February 1, 2017.

**Full-time \$56,334 Annually**

### OVERALL JOB OBJECTIVE

The Emergency Manager performs various professional and administrative functions required to organize, plan, coordinate and support countywide emergency operations and disaster services. This includes maintaining the Emergency Operations Plan and supporting annexes; organizing and managing the emergency operations center (EOC); developing, reviewing and updating policies and emergency, mitigation and continuity plans; serving as liaison with other agencies for the purpose of coordinating emergency operations; developing, coordinating and conducting training and exercises for county stakeholders; collaborating with first responders, special districts, governmental agencies, private industry and volunteers agencies in all aspects of emergency planning.

### ESSENTIAL JOB FUNCTIONS

1. Perform duties and coordinate assignments as required by the Sheriff and Emergency Management Coordinator (EMC).
2. Manages the emergency operations center and staff, to include training and exercise.
3. Direct the County Emergency Management Program: this includes developing, updating and maintaining accuracy of all mitigation and emergency response plans associated with Emergency Management Program Grant (EMPG).
4. Responsible for developing and maintaining an accurate and updated the Hazard Mitigation Plan.
5. Develop and maintain relationships with town emergency planning representatives, county departments, and similar entities to facilitate plan development, response effort coordination, and exchanges of personnel and equipment.
6. Responsible for maintaining the emergency management website and content, social media and coordinating information management with EMC and/or PIO as needed during emergencies or disasters.
7. Coordinate disaster response or crisis management activities such as ordering evacuations, opening public shelters, and implementing special needs plans and programs.
8. Consult with officials of local and area governments, schools, medical centers, and other institutions in order to determine their needs and capabilities in the event of a natural disaster or other emergency.
9. Maintain and develop plans, programs and training for response to emergencies in the county.
10. Assist towns and/or groups in the county with emergency management activities.

11. Act as liaison to federal, state and other emergency management organizations for mitigation and response purposes.
12. Assume on-call duties and be available for extended periods on both day and night shifts during deployments.
13. Participate in various organizational development and public outreach initiatives.
14. Collaborate with other officials in order to prepare and analyze damage assessments following disasters or emergencies.
15. Coordinate disaster response or crisis management activities in the event of a disaster.

## **LICENSES OR CERTIFICATIONS**

Employee must possess a valid Colorado driver's license.

## **SPECIAL REQUIREMENTS**

- Interpersonal skills needed to establish and maintain effective working relationships with officials, responders, volunteers and the public.
- Excellent oral and written communication skills, including the ability to compose letters, accurately transfer detailed information and a command of spelling, punctuation and grammar.
- Ability to read, comprehend and interpret complex documents including Colorado Revised Statutes, emergency management ordinances, etc.
- The ability to remain calm and focused in highly stressful and emotional situations, as well as to effectively communicate with others in these situations. Mature attitude and judgment is expected, as well as the ability to act quickly and decisively in emergency conditions.
- Must pass pre-employment background check

## **SUPERVISION RECEIVED**

This position is directly accountable to the County Sheriff and Emergency Management Coordinator (EMC). The employee is expected to resolve problems that arise in the normal course of work but also to coordinate and consult with the EMC and/or Sheriff when necessary.

## **SUPERVISION EXERCISED**

Limited supervision may be necessary to oversee disaster response personnel performing specific tasks related to emergency management coordination, such as EOC staff, emergency support function (ESF) personnel, volunteer organizations and others as needed.

## **EDUCATION/EXPERIENCE**

- Minimum education of bachelor's degree in public administration, emergency management or equivalent;
- Two years of related experience in emergency management showing progressive responsibility is preferred. Experience is defined as being directly involved with making decisions, writing plans, attending training, planning and executing EM exercises and actively participating in the response, mitigation, preparedness and recovery phases of emergency management.
- Or any combination of education, training and experience that provides the knowledge, skills, and abilities required for the job.

## KNOWLEDGE, SKILLS AND ABILITIES

A successful candidate will have knowledge of:

- The principles of emergency management and emergency planning: preparedness, mitigation, response, resource management, mitigation, damage assessment, disaster recovery, basic Incident Command System (ICS);
- State and county emergency operations systems and requirements, including WebEOC, CodeRED, ReadyOp, Emergency Alert System (EAS) other systems related to the EOC;
- Operation of VHF and 800Mhz radios, including navigation of functions;
- EOC operating procedures, management and functions; to include multi-agency coordination protocols;
- Applicable state, federal and local ordinances, laws, rules and regulations;
- And budget and grant development and management principles and techniques.

A successful candidate will have the ability to:

- Successfully complete the State of Colorado Emergency Management Academy within one year;
- Successfully complete the FEMA Emergency Management Professional Development Series;
- Develop programs, manage time efficiently, and use and apply technology;
- Travel frequently within a 150-mile radius;
- Understand and perform mathematical computations; apply problem-solving skills in developing solutions for unanticipated issues and challenges; and conceptualize and apply analytical skills;
- Work with, supervise, direct, and evaluate the actions of others, understanding their needs, personal styles, and job requirements;
- Exchange information with others, as well as develop and present recommendations;
- Read, understand and compose written information and instructions;
- Translate communication methods into various levels of effective oral and written material;
- And utilize analytical skills and apply results.

## PHYSICAL DEMANDS

The work is light and requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Requires fingering, grasping, mental acuity including the ability to make rational decisions through sound logic and deductive processes, the ability to express ideas by means of the spoken word, ability to receive detailed information through oral communication, and to make the discrimination in sound, and have close visual acuity.

## WORK ENVIRONMENT

Work is performed in an environment with crisis situations that require making major decisions involving people, resources, and property.

***E.O.E. San Miguel County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.***