PONDERA COUNTY
20 Fourth Avenue SW
Conrad, MT 59425

Effective: December 4, 2024

JOB TITLE: **Disaster & Emergency Services Coordinator (DES Coordinator)**

SUPERVISED BY: **Pondera County Board of Commissioners**

SUPERVISES: None

SALARY: DOE – This position is a non-exempt **Full Time position**, not to exceed 40 hours per week (2080 hours per year). This position will accrue **compensatory time** under the guidelines of the Federal Fair Labor Standards Act and applicable Montana law. Pay cycle is **monthly**.

The County is an equal opportunity employer. The County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.

Work Unit Overview: The Pondera County Disaster and Emergency Services (DES) Department oversees and coordinates the jurisdiction's efforts in the prevention, protection, response, and recovery from emergencies, disasters, and threats within the County of Pondera. The goal is to save lives, prevent property damage, and minimizing damage to the environment for any type of emergency or disaster, whether caused by natural, technological, or man-made actions. The DES Coordinator provides disaster preparedness training and prepares emergency plans, procedures, and guidelines for implementation during declared emergencies and disasters.

Job Summary:
The DES Coordinator has the administrative responsibility for the development, establishment and coordination of a County-wide program which develops goals and budgets for Pondera County's emergency management program. The Coordinator has a high degree of understanding of department and functional operations and is able to work with considerable initiative, discretion, and autonomy. This position manages the operations of the Pondera County Disaster and Emergency Services (DES) and Local Emergency Planning Committee (LEPC)/Safety Program that makes non-routine choices within established precedent with limited financial impact to Pondera County. This position requires advanced troubleshooting or analysis and uses judgment in selecting alternatives in reducing adverse impacts to the County. This position requires regular interaction to communicate or negotiate important agreements requiring considerable tact, sense of timing and the ability to establish trust, plus sensitivity to diverse jurisdictions where relationships involve cooperation and/or collaboration within the overall organization.

The Coordinator exercises considerable judgment and initiative in coordinating the resources, public and private, of the community towards program objectives. The DES Coordinator represents Pondera County with the media and at meetings with State, Federal and regional representatives.

Oversees County programs relative to 911 fund management, county addressing, and employee safety. Works with external Contractors and internal Departments to keep road and structure maps current and accessible.

Essential Functions (Major Duties or Responsibilities): *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Research, develop, and maintain the Emergency Operation Plan (EOP) to ensure Pondera County is prepared to react effectively to any type of emergency or disaster; whether caused by natural, or human caused actions to ensure the continuity of government to protect the environment, and reduce property damage. Promote the Incident Command System (ICS) for local authorities and the responsibilities of local agencies, as identified in the EOP.
- Provide grant and contract planning and administration of department specific grant programs with Pondera County's authority within established grant management policies and procedures.
- Provide grant management and compliance accountability to the State DES Division. Prepare all federal reports and required documents involving funding associated with the DES program and submits accordingly.
- Plans and organizes Pondera County’s disaster preparedness drills, warning systems and emergency communications.
- Coordinates and serves as Administrator of County’s Emergency Alert System (CODE RED and IPAWS).
- Tracks Tier II hazardous material report forms, incidents and/or emergencies involving hazardous material within Pondera County or providing agency assistance to adjoining jurisdictions when requested.
- Coordinates disaster response activities during evacuations, opening public shelters, and implementing special needs plans and programs.
- Develops and maintains liaisons with municipalities, County departments, and local entities to facilitate plan development, response effort coordination, and exchanges of personnel and equipment.
- Designs and administers emergency or disaster preparedness training courses that teach people how to effectively respond to major emergencies and disasters.
- Respond to requests from public safety officials in the jurisdiction relative to incidents and disasters. Consult with the Principal Elected Officials regarding Declarations of Emergency or Disaster as necessary to support incident management. Alert appropriate State and Federal agencies of actual emergencies or disasters and coordinate the response operations of local government and support agencies.

- Requests State resources and obtaining State and Federal assistance.
- Ensures local elected officials are kept informed of all emergencies, disasters and incidents related to either.
- Manage the Emergency Operations Center (EOC) for maximum effectiveness, supports the objectives of incident management response and initiates a recovery process with Principal Elected Officials during declared emergencies or disaster incidents.
- Coordinate mutual aid responses and requests, emergency response and recovery operations through the Emergency Operations Center, and work cooperatively with other agencies and jurisdictions when Pondera County services are needed elsewhere.
- Facilitates mutual aid upon request of the Incident Commander.
- May function as a liaison between Incident Command and other agencies.
- Functions as the principal advisor on emergency operations to the Principal Elected Officials.
- Acts as the County Public Information Officer for all declared or non-declared emergencies insuring accurate, timely, and consistent emergency and incident information disseminated to the affected and general public and to the media which may require discretion and limitations during law enforcement incidents who may have their own Public Information Officer.
- Coordinates with the public sector, private industry, and private sector emergency response agencies.
- Chairs and organizes Local Emergency Planning Committee (LEPC) meetings.
- Collaborate with the Local Emergency Planning Committee (LEPC) to plan, design, execute and evaluate emergency response exercises and training to ensure Pondera County achieves overall training goals. This includes training local groups in the preparation of long-term plans that are in accordance with regulations governing Federal and State plans and participating in training events or exercises in a teaching or consulting position.
- Develops, presents and implements recommendations for enhancing emergency service.
- Conduct exercises based on the assessment of what could become an actual disaster in the jurisdiction, or as required by the Emergency Management Preparedness Grant (EMPG) guidance.
- Maintain and update resource lists for Pondera County personnel and emergency responders. Maintains and updates emergency response manuals, checklists, reports, etc.
- Coordinate community informational events, disaster response programs and other activities to facilitate community relationships, transparency and to educate the public on how to effectively react to emergencies.
- Attend workshops, seminars, emergency-related conferences and industry specific meetings such as hazardous materials handling or pipeline disasters to keep updated on emergency response contingencies and specific potential threats identified within Pondera County.
- Acts as Safety Director for Pondera County unless otherwise designated.
- Coordinate department safety program in accordance with OSHA Guidelines.
- Manages County wide security system(s).

- Oversees Safety Committee inspections of building facilities and other assigned areas for compliance with safety laws, rules, regulations and industry-related standards and provide recommendations to correct unsafe conditions.
- Oversees, directs and performs safety investigations, accident prevention and safety programs for Pondera County.
- Updates new city and rural addressing in Pondera County upon request.
- Develops budgets and updates to 911 information for the Pondera County Sheriff's Dispatch Department.
- Monitors Flood Plain Program; developing plans and permits as necessary.
- Serves as Pondera County contact with U.S. Census Bureau during the census cycle. Collaborates with Boundary and Annexation Survey (BAS) Census to update local data and contact information.
- Functions as contact between Pondera County and local and state fire agencies by updating and forwarding information. Serves as Commissioner-appointed Fire Warden for the Pondera County Rural Fire District.
- Serves as Commissioner-appointed representative on the Conrad TV District Board.
- Serves as coordinator within Pondera County government offices and departments to request and assure necessary maintenance to phone systems during normal and/or disaster related incidents. Updates County office telephone listings, as needed, and provides to all departments.
- Serves as authorized contact with telephone companies, utility companies and radio repeater tower companies to request services on behalf of Pondera County.
- Administrator on Pondera County county-wide social media page.
- Collaborates with other Pondera County Departments in preparing, filing and administering Federal Emergency Management Administration (FEMA) applications and grants.
- Perform other duties as assigned.

Physical Demands and Working Conditions: *The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.*

- Intermittent periods of standing, sitting, and walking sometimes on steep, rough terrain.
- Use hands to handle objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch.
- Work indoors/outdoors under adverse, stressful conditions with possible exposure to hazardous materials.
- Occasionally lift and/or move up to 50 pounds.
- Required to carry a cell phone and is subject to return to duty at any time during an emergency; and may be required to work long hours without normal days off.
- Must be able to travel to emergency scenes, meetings or public events in order to complete office assignments.

- Noise level in the work environment is usually moderate but the employee may occasionally be exposed to high level noises including, but not limited to, emergency vehicle sirens, shouting, and yelling.

Supervision Exercised: *List jobs reporting to the subject position and level of supervisory authority.*
The position may supervise other County staff and Contractors as needed.

Knowledge, Skills, and Abilities:

- Skills in map reading, computers, record keeping, public speaking, and the ability to establish effective working relationships with fellow employees, supervisors, other jurisdictions, and the public.
- Knowledge of the principles, practices, and procedures of emergency management, program planning and administration principles and processes.
- Knowledge of governmental structures and resources, the background and objectives of Federal, State, and local emergency management programs.
- Knowledge of grant administration processes and requirements.
- Knowledge of emergency management techniques in areas such as flood protection, firefighting, evacuation and relocation, shelter management, disaster communications, radiological and nuclear defense and hazardous materials incidents.
- Knowledge of Standardized Emergency Management System/Incident Command System (SEMS/ICS) model for emergency program development, Emergency Operations Center (EOC) operation, implementation and monitoring techniques.
- Knowledge of relevant programs and funding which includes understanding grant writing, grant management, financial tracking, reporting, and completion of grants.
- Skill in the use of desktop software including word processing, spreadsheets, database, and presentation applications.
- Skill in interpreting, applying and explaining complex laws, rules and regulations, and achieving compliance with such regulations.
- Skill in conducting studies, analyzing complex problems, evaluating alternatives and making sound, creative recommendations.
- Ability to communicate effectively verbally and in writing, to establish and maintain effective working relationships with others.
- Ability to act quickly in gathering and analyzing data assessing needs, relevancy issues, and problems to make accurate judgments and conclusion.
- Ability to learn, understand, interpret, and apply Federal and State statutes, regulations, and procedures related to grant administration and emergency management with the ability to analyze information from complex situations and determine the best action to be taken.

Training Requirements:

- Attend and successfully complete Independent Study course required by EMPG guidance, **within 1 year of hire**. Any renewals for the course are mandatory.

- Complete First Aid/CPR training/accreditation, **within 6 months of hire.** All recertifications are mandatory.

Education and Experience:
This job requires education and experience equivalent to a high school diploma and three (3) years of progressively responsible experience in management such as program planning, project management, facilities/infrastructure management, or related field. Training specific to job duties will be provided after hire.

Licenses required:
- Valid State of Montana Driver's License.

APPROVED and ADOPTED on the 4th day of December, 2024.

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Jim Morren, Chairman Thomas A. Kuka, Member

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Zane Drishinski, Member

I hereby certify that I have read and do understand the duties and responsibilities contained in the above job description and will fulfill these obligations to the best of my abilities. I further certify that I will comply with all federal, state, and county policies that apply to this position.

_____ _____
Employee's Signature Date

_____
Employee's Printed Name