



## Emergency Management Director

### Employer

Cowley County  
311 E 9<sup>th</sup>  
Winfield, KS 67156

### Job Description

DATE: August 22, 2022  
JOB TITLE: Emergency Management Director  
DEPARTMENT: Emergency Management  
REPORTS TO: County Administrator  
FLSA STATUS: Exempt  
SALARY GRADE: Grade K

**Position Summary:** Under policy direction, plans, organizes, and directs the activities of Cowley County Emergency Management Agency and conducts programs for the protection of lives and property from natural and man-made disasters and national security related events.

#### Essential duties and responsibilities

- Develops, maintains, and updates the Cowley County Emergency Operations Plan.
- Plans, directs, and exercises general supervision over the work of the County's Emergency Management operations.
- Enforces departmental rules and regulations, work methods and procedures.
- Develops and coordinates a local emergency management training program of the jurisdiction to implement the local Emergency Operations Plan.
- Responds to emergency scenes when Emergency Management presence is necessary.
- Meets with the public and makes presentations concerning problems, Emergency Management actions and hazardous conditions.
- Conducts active public relations and educational program.
- Prepares rules and regulations, policies, standards, and special and general orders for the day-to-day operation of the department.

- Tours the County to observe conditions and activities of Emergency Management personnel and volunteers.
- Performs storm watch duties.
- Available on twenty-four calls either in person or by designated assistant.
- Makes personnel assignments.
- Reviews activities and reports.
- Evaluates performance; makes recommendations for the appointment, promotion, and dismissal of staff.
- Enforces disciplinary measures; ascertains that staff and volunteers receive adequate training.
- Directs preparation and maintenance of records and files.
- Prepares budget estimates and controls expenditures; recommends purchase of necessary equipment.
- Attends State and National Emergency Management conventions and training as required.
- Establishes and maintains a list of contacts to bring the resources of the county, state, and federal government into play.
- Deals with requests from the public.
- Approves and checks the department's expenditures before being presented for payment.
- Prepares required Federal, State and Local reports and documentation on incidents and activities.
- Serves as agency liaison for the Cowley County Local Emergency Planning Committee.
- Conducts on-going research in emergency management software applications and coordinates results with other agencies.
- Supervise the grants management program(s).

#### **Marginal duties and responsibilities**

- May serve on various boards, committees, and councils as a Cowley County representative.
- Performs other duties as assigned or necessary.

#### **Position Requirements:**

**Experience:** Three to five years public safety and/or emergency service experience preferred. The employee in this position is expected to have acquired the necessary information and skills to perform the job reasonably well after one year in the position.

**Education:** Bachelor's degree required. Must possess certification as a "Kansas Certified Emergency Manager" or be able to obtain within twenty-four (24) months of employment as required by Kansas Administrative Regulation. Continuing education is required to maintain certification.

**Skills:** Good written and oral communications skills. Knowledge of emergency management operations and procedures. Ability to proficiently operate communications equipment including but not limited to telephone, email, and two-way radio. Ability to meet and deal tactfully with the general public and other emergency service professionals and to communicate effectively and clearly, both orally and in writing; the ability to access, input and retrieve information from the computer. Strong analytical, documentation and organizational skills. Proficient in using a computer and software applications to include word processing, spreadsheets, and databases. Knowledge of Kansas Division of Emergency

Management and the Federal Emergency Management Agency rules and regulations and related state and federal laws. Must have, or be able to obtain, a Kansas driver's license.

**Accountability:** Problem solving, and decision making are factors in this position. Typical problems involve analyzing or assisting in the analysis of emergency situations to identify components involved in the event and determining the proper response. Problem solving may be required during emergencies and under stressful conditions. Typical decisions involve determining the proper agencies, personnel and/or equipment to respond to emergency incidents.

**Supervision:** Work performance is reviewed by the County Administrator. The employee will have supervisory responsibility of subordinate personnel and volunteers.

**Working Conditions:** Adverse working conditions exist relating to emergency management functions. Hazardous, strenuous, and dangerous situations may arise while dealing with emergency management situations. Adverse weather conditions are a factor in this position. Hours of work will vary and must be able to work nights, weekends, and holidays when necessary. An on-call status is required.

**Physical Requirements:** Ability to maintain physical requirements and conditioning to deal with the hazardous, strenuous, and dangerous activities that may arise during situations or incidents involving emergency management activities. To perform the duties of this job, the employee is regularly required to sit, talk and/or hear. The employee must have the ability to stand, walk, climb, stoop, kneel, or crouch, drive a car and to lift and/or move a minimum of fifty (50) pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Must have the ability to talk and hear in person by telephone and two-way radio.

## **Apply**

Applications may be picked up in the County Administrator's Office or to apply on-line please visit our website at <https://www.cowleycountyks.gov/employment>.

Please e-mail to all resumes to: [mread@cowleycountyks.gov](mailto:mread@cowleycountyks.gov)

Administrative Services Manager  
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Cowley County is an Equal opportunity Employer. Positions are open until filled.