



COUNTY OF NYE

CLASS TITLE: DIRECTOR OF EMERGENCY SERVICES

BASIC FUNCTION:

Under the direction of the County Manager, is responsible for planning and administering the County's emergency services programs; development of the County's emergency services plans and conformation to all applicable federal, state and local laws/regulations; establishing a network of cooperating agencies and coordinating various functions; coordinating emergency and disaster planning/training; conducting technical studies/analyses; and development/administration of department budget and staffing for all concerned areas of responsibility.

Responsible for the Animal Control Officers in the Southern portion of the county, their daily operations, enforcing regulations and ordinances, development of emergency plans and procedures concerning the welfare of animals, and all other aspects of maintaining a productive, knowledgeable staff.

Responsible for the development and oversight of the Workplace Safety and Training issues for the County. Coordinate the County's safety & health inspection and training program, with emphasis on the prevention of injuries, occupational disease, vehicle accidents, equipment and material damage, and County liabilities. Ensure that timely near miss and accident investigations are conducted as needed, and that all identified hazardous situations are addressed timely and appropriately.

REPRESENTATIVE DUTIES: *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the representative duties).*

1. Development of the County's emergency services plans/programs. Assures that those plans and their implementation conform to all applicable federal, state and County laws and regulations.
2. Establishes a network of cooperating agencies and coordinates the various functions as required for efficient response and management of disasters.
3. Coordinates emergency and disaster planning and training needs with public, private and volunteer agencies; develops and implements regional and mutual aid programs with officials from other jurisdictions, as appropriate.
4. Conducts technical studies and analyses of disaster potentials within the County; and prepares recommendations for improving the emergency services program.
5. Development and administration of the emergency management and ambulance budgets for the County; forecasting funds needed for staffing, equipment, materials, and supplies; monitoring and approving expenditures; preparing and submitting grant proposals.

6. Directs and coordinates the Nye County Ambulance Service, including administration of the various divisions of the County's Service and establishment of effective working relationships with ambulance coordinators, volunteers and other agency personnel to ensure effective administration of the Service.
7. Directs and coordinates the Nye County Fire Service, including administration of the various divisions of the County's Service and establishment of effective working relationships with the Fire Chiefs, Station Captains, and volunteers to ensure effective administration of the Service.
8. Procurement and disposal of vehicles for the Service. Develops maintenance programs for ensuring ambulances, fire, and rescue apparatus are in top operational order; and arranges for mechanical inspections and repairs as necessary.
9. Trains, or arranges for training of personnel designated to participate in emergency drills; conducts drills as required.
10. Makes public presentations on the County's emergency plan; creates and distributes information via brochures and other literature; and coordinates with appropriate media for dissemination of information during emergencies.
11. Writes investigation, inspection, and special reports.
12. Directs and coordinates the activities of the volunteer emergency management personnel; and oversees amateur radio operators' assistance.
13. Directs the operations of, and is responsible for the successful performance of, the ambulance billing office.
14. Directs the Ambulance Billing staff member responsible for Ambulance inventory and par values in appropriate procedures to ensure effective use of funds, and accountability of supplies and equipment purchased.
15. Responds to and resolves citizen inquiries and complaints regarding the County's emergency services programs.
16. Operates computer-aided management of emergency operations system.
17. Attends the meetings of the Nye County Board of Commissioners; attends and participates in professional group meetings.
18. Stays current regarding new trends and innovations in the field of emergency management.
19. Ensures compliance of the animal control program in accordance with all applicable Federal, State, and local laws and regulations.
20. Responds to and resolves difficult and sensitive public inquiries and complaints pertaining to all areas of responsibility.
21. Represents the County in matters related to workplace safety and health.
22. Ensures that investigation, inspection and special reports pertaining to workplace safety and health are done in a timely manner.

23. Works to ensure that County personnel perform duties and responsibilities in a safe, healthful, and prudent manner, which does not expose them or others to unnecessary harm or risk of on-the-job injury.

KNOWLEDGE of:

The policies and principles of emergency management programs. State of Nevada laws and regulations relating to the provision of ambulance and other emergency services. Industrial, construction and fleet safety management. State of Nevada health and safety laws and report requirements. EPA regulations on toxic waste handling and disposal. Industrial hygiene, technology and engineering. Regulatory governmental organization. County structure, operations and occupational classifications. Effective training methods. Effective methods for data research and analysis. Record-keeping systems. Emergency Operations Center organization. Animal Control regulations and ordinances. Federal, State, and local regulations, codes, and laws pertaining to the safety and health of all County employees.

ABILITY to:

Collect and analyze data. Write concise, fully informative and readable reports. Make recommendations based on findings. Present information effectively in written or oral reports. Maintain accurate records. Read, interpret and apply rules and regulations. Evaluate worksite safety hazards. Investigate accidents and injuries. Develop and conduct emergency services training programs. Establish and maintain effective working relationship with all levels of management, other government/community organizations and fellow employees. Effectively supervise or direct the supervision of large numbers of employees and volunteers.

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is: Graduation from a college or university, with a Bachelor's Degree or equivalent and significant work experience [at least four years] directly related to the duties and responsibilities of the class, including at least two (2) years of managerial experience.

LICENSES:

Valid Nevada Driver's License. Medical First Responder Accreditation. Nationally Certified Animal Control Officer. Certified Safety Professional and/or Certified Industrial Hygienist highly desirable.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

County Emergency Services training officers, ambulance coordinators, ambulance billing staff, ambulance employees and volunteers, animal control officers, workplace safety and training officer, designated fire chiefs, station captains and volunteers, and assigned clerical staff.

CONTACTS:

Co-workers, departmental heads and County employees, Nye County Board of Commissioners, various federal, state and County agencies and personnel.

PHYSICAL EFFORT:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Strength, dexterity, coordination and vision to perform inspections, provide emergency operations command and use keyboard and video display terminal, sometimes for prolonged periods. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of items weighing up to 25 pounds, such as files, stacks of paper, safety equipment and other materials. Moving from place to place within the office and other work sites; reaching for items above and below waist level, including above the head. Endurance and vision to drive for extended periods of time throughout the County and state.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer

WORKING CONDITIONS:

. For office portion of the job, generally clean office working environment, with limited exposure to dust, fumes, odors or noise; however, worksite inspections may or will include time in all types of work environments, both inside and out, with exposure to dust, fumes, odors, heat, cold, noise and other environmental factors possible or likely. Readiness to perform activities under adverse conditions in state of emergency, as required. Video terminal use on a regular basis. Required to drive alone for extended periods of time throughout the County and State on a regular basis and as emergencies may dictate.