



## RIPLEY COUNTY EMERGENCY MANAGEMENT AGENCY

210 NORTH MONROE STREET | VERSAILLES, INDIANA 47042

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[ema@ripleycounty.in.gov](mailto:ema@ripleycounty.in.gov)

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### FULL-TIME

### EMERGENCY MANAGEMENT AGENCY DIRECTOR

#### GENERAL

Plan and direct disaster response or crisis management activities, provide disaster preparedness training, and prepare emergency plans and procedures for natural (e.g., disasters, hurricane, tornado, earthquake, floods), wartime, or technological (e.g., hazardous material spills) disasters.

#### ESSENTIAL FUNCTIONS

- Develop and maintain liaisons with incorporated municipalities, county departments, and similar entities to facilitate plan development, response coordination, and exchanges of personnel and equipment.
- Propose alteration of emergency response procedures based on regulatory changes, technological changes, or knowledge gained from outcomes of previous emergency situations.
- Collaborate with officials to prepare, analyze and submit damage assessments following a disaster or emergency.
- Prepare emergency situation status reports that describe response and recovery efforts, needs, and preliminary damage assessments.
- Coordinate disaster response or crisis management activities such as evacuation and sheltering operations with Officials, Response Personnel and Non-government Organizations.
- Develop instructional material (printed and digital media) for the public and make presentations to citizens or groups to provide information on emergency plans and programs.
- Maintain and test the County Emergency Operations Center to assess its current capabilities to be functional during a disaster.
- Provide communities and stakeholders with assistance in applying for Federal grant funding for emergency management needs: planning, response, recovery and mitigation.
- Apply for Federal funding for emergency management related needs and maintain compliance reporting of such grants.
- Attend meetings, conferences, and workshops related to emergency management.
- Consult with officials of local and area governments, businesses, schools, hospitals, and other institutions to determine their needs and capabilities in the event of a natural disaster or another emergency

- Develop and perform tests and evaluations of emergency management plans in accordance with state and federal regulations.
- Recruit/Retain EMA volunteers and provide training and education and supervise part time EMA staff members.

## **SPECIFIC TASKS**

- Emergency Operations Center Manager/Director during an emergency if needed.
- On-call for any emergency that EMA is dispatched to by the communications center.
- Review and maintain Ripley County Plans to include but not limited to:
  - Comprehensive County Emergency Management Plan
  - Continuity of Operations / Government Plan
  - Ripley County Strategic Plan
  - Mitigation Plan
  - Threat Assessment
  - Damage Assessment
  - Logistical Staging Area
  - Debris Management and Removal Plan
- Facilitates any emergency management related committee or group.
- Oversees an annual inventory of all EMA equipment and maintains accountability.
- Prepare county and governmental agencies in the FEMA reimbursement process.
- Conducts and attends various meetings, including County Commissioners, County Council, Advisory Council, Local Emergency Planning Commission and Emergency Management meetings.
- Develop a three-year training and organizational plan.
- Maintain agency partnership and working relationship with the National Weather Service Office in Wilmington Ohio.
- Maintain a working relationship with non-governmental agencies (Red Cross/Salvation Army) and develop a list of shelters.

## **JOB REQUIREMENTS:**

- Minimum of a high school diploma or GED.
- Certified Emergency Manager or Associate Emergency Manager certification preferred.
- Previous fire, EMS, military, and/or police experience preferred.
- Ability to successfully complete and obtain/maintain certifications and trainings as required by the county and by IDHS EMPG. Training included but not limited to: NIMS 100, 200, 700 & 800, and the Emergency Management Institute's Professional Development Series.
- Incident Command System (ICS) certification (300 & 400) is also preferred.
- Must be at least 21 years of age.
- Possession of a valid driver's license and demonstrated safe driving record.
- Employment eligibility is contingent on a favorable background check.
- 36-40 hours/week.
  - a. These hours could be extended based on response/recovery needs of the county (disaster situations, etc.)

- Final eligibility for this position will be contingent upon review and approval of the applicant's knowledge, skills and abilities, along with education and experience.

### **HIRING PROCESS:**

- Applications Due by: TBD. Interested candidates should submit an application and resume to Ripley County Auditor's Office, 102 West First North Street, Versailles, IN 47042 or they can be sent to [ema@ripleycounty.in.gov](mailto:ema@ripleycounty.in.gov). Applications can be found at <https://ripleycounty.in.gov/jobs/>.
- Interview with EMA Leadership Team and/or EMA Advisory Board Members.
- Interview with County Commissioners:

Salary: \$58,195/year

Benefits will be discussed in the interview.

AN EQUAL OPPORTUNITY EMPLOYER