

Position Description

Class Title: EMA Director

Requirements of the Scott County EMA Director:

The Local Emergency Management Agency (EMA) Director is appointed under the provisions of KRS Chapter 39. He/She shall serve at the pleasure of the appointing authority, but shall serve not longer than four (4) years without reappointment and, in addition to any local requirements, shall meet the qualification requirements.

The Scott County EMA Director shall be a high school graduate with an additional three (3) years of experience in business administration, government planning, industrial or commercial planning, public safety, management of emergency services, or related community or governmental service. Management level experience may not be substituted for high school education. Education at an accredited college or university may be substituted for experience on a year per year basis.

The Director shall be a resident of the Commonwealth of Kentucky and Scott County.

The Director shall hold no partisan elective office, nor file for, seek, nor campaign for any partisan elective office while holding the position of EMA Director.

The EMA Director shall be routinely available to respond to emergency scenes, command posts, or emergency operations centers to coordinate emergency response of all local public and private agencies and organizations; to perform necessary administrative, planning, and organizational duties; to complete and submit required reports, records, emergency operations plans, and documents; to attend required training; and attend meetings convened by the appointing authority or the area manager of the State Division of Emergency Management.

Duties of the EMA Director:

To represent the County Judge Executive and City Mayors on all matters pertaining to the comprehensive emergency management program and the disaster and emergency response of the county and the cities therein, unless there is a local director appointed for the city in accordance with KRS Chapter 39 who represents that city.

To be the executive head and chief executive officer of the Emergency Management Agency, to direct, control, supervise, and manage the development, preparation, organization, administration, operation, implementation, and maintenance of the comprehensive emergency management program of the county, all local disaster and emergency response, unless there is a local director appointed for the city in accordance with this chapter who represents that city.

To develop and maintain the “Scott County Emergency Operations Plan”, the provisions of which shall establish the organizational structure to be utilized by local government to manage emergency and disaster response, and set forth policies, procedures, and guidelines for the coordination of all disaster and emergency response in the county and all the cities therein for an emergency, declared emergency, disaster, or catastrophe.

To maintain a local disaster and emergency services organization in accordance with the local emergency operations plan and the Kentucky Operations Plan.

To notify the county judge executive, mayor, or executive authority of other local governments and the Division of Emergency Management immediately of the occurrence, or threatened or impending occurrence of any emergency or disaster, and recommend any emergency actions which should be executed.

To perform the role of chief advisor to, and the primary on-scene representative of the county judge executive, mayor, or executive authority of other local governments in the event of occurrence of any emergency, declared emergency, disaster, or catastrophe within the local jurisdiction.

To respond and have full access to the scenes of an emergency, declared emergency, disaster, or catastrophe to immediately investigate, analyze, or assess the seriousness of all situations; to coordinate the establishment and operation of a local incident command or management system; to execute the local emergency operations plan, as appropriate; to activate the local emergency operations center or on-scene command post; to convene meetings, gather information, conduct briefings, and to notify the state emergency management division of on-going response actions; and fully expedite and coordinate the disaster and emergency response actions; and fully expedite and coordinate the disaster and emergency response of all local public and private agencies or to have a staff assistant do so;

To direct and supervise all paid and volunteer emergency management staff, assistants, or other local emergency management agency workers, and all operating units or personnel officially appointed and affiliated with the local disaster and emergency services organization;

To prepare and submit a regular or scheduled program activity report to the area manager of the division and local chief executives;

To execute bond, if appropriate, in the amount determined by the appointing authorities.

To annually prepare and submit a program budget request to the county judge executive and mayor, by the first day of March.

To perform all administrative, organizational, or operational tasks required;

To be a registered member of the Kentucky Emergency Management Association or other professional emergency management organization; and

To carry out all emergency management related duties as required by KRS Chapters 39a to 39f, administrative regulations, local orders or ordinances, or orders given by the local authority.