

Position Description

Class Title: EMA/OHS Deputy Director

Requirements of the Deputy Director:

A local EMA/OHS Deputy 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 local Deputy Director shall be a resident of the Commonwealth of Kentucky.

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

The local Deputy 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 division.

Duties of the Deputy Director:

To assist the EMA/OHS Director (or to replace during his vacancy) in representing 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, urban-county, charter county, or the county and the cities therein, unless there is a local director appointed for the city in accordance with this chapter who represents that city.

To assist the Director (and fill in during his vacancy) for his role as the executive head and chief executive officer of the Emergency Management Agency/Office of Homeland Security. To assist or fill in during his vacancy 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 assist the director (and fill in during his vacancy) in developing and maintaining a local 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 assist the Director (and fill in during his vacancy) in maintaining a local disaster and emergency services organization in accordance with the local emergency operations plan, the Kentucky Operations Plan, and the provisions of Section 33 of this act.

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. This shall be performed at the order of the Director or during his vacancy at the discretion of the Deputy Director.

To assist the Director or during his vacancy perform as 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 assist the Director or fill in during his vacancy in his duties 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 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 assist the Director or fill in during his vacancy in directing and supervising 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 pursuant to Section 35 of this Act;

To assist the Director or fill in during his vacancy in preparing and submitting a regular or scheduled program activity report to the area manager of the division and local chief executives;

To assist the Director and fill in during his vacancy in executing bond, if appropriate, in the amount determined by the appointing authorities.

To assist the Director and fill in during his vacancy by annually preparing and submitting a program budget request to the county judge executive and mayor, by the first day of March.

To assist the Director and fill in during his vacancy by annually preparing and submitting to KYEM, a locally approved, fiscal year program paper and budget request, by the fifteenth of July.

To assist the Director and fill in during his vacancy in performing all administrative, organizational, or operational tasks required by the provisions of this chapter, or administrative regulations, or program guidance pertaining thereto;

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 Director.