



**Job Description:** Emergency Management Agency Director

**Reports to:** Boyle County Judge Executive & Mayor, City of Danville

**Close Date:** November 30, 2021

**Salary Range:** \$50,000 min. - Commensurate with experience

Boyle County seeks a qualified candidate to lead and coordinate the local governments and community in planning for, the preparedness of, the response to, and the recovery from a large-scale emergency or disaster incident. In addition to serving as the director of the Emergency Management Director, this position includes serving as the director of E911, managing radio communications and Hazardous Emergency Management. May be assigned support duties as required.

## SPECIFIC DUTIES AND FUNCTIONS

### Emergency Management Agency

- Represents the County Judge/Executive and/or Mayor at any emergency incident until such time the County Judge/Executive and/or Mayor is requested and arrives at the incident.
- Required to oversee, annually review, and update the county-wide Emergency Operations Plan.
- Be reasonably available 24-7 to respond to emergency as required by KRS.
- Required to report to the County Judge/Executive and Danville Mayor in any event of disaster preparedness and/or response.
- Required to meet quarterly with KyEM Regional Manager.
- Per KRS, requires an annual minimum of thirty-two (32) hours of state approved training.
- Responsible for preparation of monthly expenditure reports for eligibility for reimbursement of operating expenses from KyEM and the City of Danville.
- Responsible for working with local governments, emergency services, businesses, industries, local area schools, clubs, radio stations, and newspaper in annual severe storm and earthquake readiness and/or drills.
- Required to meet with elected officials, courts, commissions, and councils to keep them abreast of local emergency management activities and provide them on possible grants and hazardous mitigation funding available.
- Required to respond to local events that may involve or affect a large number of citizens that may include but not be limited to accidents that involve fuel or chemicals spills, bomb threats, gas leaks, and search for lost people and drowning accidents.
- Per KRS, serve as the Search and Rescue (SAR) Coordinator until a qualified SAR Coordinator is appointed.
- Must coordinate searches along with the SAR Coordinator.
- Recommend equipment and available SAR training to those agencies that participate in search and rescue missions.
- Recommend available training, annual training hours required, SAR equipment lists and available grants to KRS recognized rescue squads.
- Required to work with the local health department and hospitals with Bio-terrorism event planning and preparedness.
- Apply for and administer Weapons of Mass Destruction grants and track and request any and all hazard reimbursement funds and grants.
- Be available to sit on/or chair various local and state committees.

- Able to command under pressure with poise and professionalism.
- Necessary to meet monthly with Emergency Services chiefs and other pertinent organizations that would assist in a large-scale events and encourage available cross-training and disaster preparedness.
- Required to conduct annual exercise for the county per KRS as well as the local hospital to remain accredited.
- Maintain mobile command post and other related equipment.
- Oversee the operations and testing of the outdoor warning sirens.
- Report to the E911 Center during NWS Storm Warnings to be ready to coordinate response efforts in case of destruction to include the notification of utility companies, public works and state highway departments.
- Any other duties that relate to Emergency Management.

### **Enhanced E911 Director**

- Responsible for issuing addresses of all dwelling structures for the entire county including helicopter landing sites.
- Maintains or contracts to be maintained a global positioning system (GPS) of those structures.
- Maintains the Master Street Addressing Guide (MSAG) and informs AT&T and E911 dispatchers of those changes.
- Keep abreast with state requirements to continue receiving wireless revenue.

### **Radio Equipment**

- Aid in the oversight of various radio repeater sites in connection with the E911 center, fire department, emergency medical services and sheriff's department.
- Responsible for the maintenance and testing of repeater equipment and generators.
- Work in conjunction with emergency services, public works and the E911 center to have two-way radio communication with area schools, hospital, health department and industry in the event of an emergency.

### **All-Hazards Emergency Planning Committee**

- Required to serve as chairperson and perform administrative duties for the federal and state required committee.
- The committee's responsibility is to annually review and update response plans for facilities in the county that use any of the "extremely hazardous substances" and assists Emergency Management Agency with updating the emergency operation plan, all-hazard planning and training preparedness, scheduling of training and disaster exercise planning.
- Responsible to receive and review annually filed reports from these facilities.
- Included in training sessions with railroad.

## **QUALIFICATIONS, TRAINING & EXPERIENCE**

### **Typical Working Conditions and Unique Physical Requirements**

*(Persons employed in this classification will typically perform their primary job duties under these conditions. However, these conditions may change on occasion in performing the duties of an individual position)*

Majority of time spent indoors in office setting when performing administrative functions. A great deal of time is spent sitting at a desk working on books and computer programs.

May work outdoors or indoors when responding to emergency calls. Employee is required to work long hours and to perform strenuous activities under extreme weather conditions and extreme physical/mental stress when responding to emergency incidents. Nature of work requires the ability to lift 30 lbs, kneeling, and bending. Must be able to pass a vision and hearing test.

## **MINIMUM QUALIFICATIONS**

### **Training and Experience**

Graduate from an accredited high school or equivalent (GED), at least five (5) years of progressively responsible administrative experience in the provision of emergency systems.

A combination of education, training and experience which provides necessary skills and abilities to perform job responsibilities may be considered in lieu of these requirements with at least two (2) years' experience in a supervisory position.

### **Special Licensing Requirements**

Valid driver's license

### **Special Knowledge, Skills and Abilities**

Ability to establish and maintain effective working relationships with elected officials, agency leaders with State and Local governments, industry, private businesses, career and volunteer leaders and responders, other employees and the general public.

Knowledge of, and ability to, operate standard equipment used in an office setting. Computer skills and the ability to utilize specialized software. Ability to understand and implement oral and written instructions.

Organized with an ability to maintain accurate records and filing systems. Considerable knowledge of applicable laws, ordinances, and regulations involved in the operation of emergency services.

### **Overtime Status**

Exempt

Submit Resumes to:

Danville Boyle County EMA Director  
c/o Julie R. Wagner  
321 West Main Street, Room 111  
Danville, Kentucky 40422  
Or email to: [jwagner@boyleky.com](mailto:jwagner@boyleky.com)

*The Boyle County Fiscal Court provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other trait or characteristic protect by federal, state, and local laws.*