

## **WASHAKIE COUNTY, WYOMING JOB DESCRIPTION**

### **POSITION: Director of Homeland Security**

- The person selected for this position is hired by the County Commissioners and appointed by the Governor. The duties outlined below are typical of those performed by the Washakie County Homeland Security Director, but are not all inclusive:
- Identify and analyze the effects of hazards that threaten Washakie County. Work with local officials on the maintenance of the Hazard Mitigation Plan to eliminate or reduce impacts of potential emergencies/disasters.
- Develop/maintain the Emergency Operations Plan: update annually and ensure agencies listed in the plan are aware of the sign off on the duties assigned to them.
- Keep informed of federal, state and local regulations affecting emergency plans and ensure that plans adhere to these regulations.
- Work closely on a cooperative basis with departments of local government, first responder agencies, private industry, schools, hospitals and community organizations in developing emergency management plans and capabilities.
- Coordinate emergency response activities with federal, state, county and municipal authorities. Ensure that the Incident Command/National Incident Management Systems (ICS/NIMS) are implemented both before and during times of disaster/emergency response and recovery.
- Conduct regular county needs/vulnerability/risk/threat analyses as required.
- Coordinate training programs for emergency response agencies, public officials, industry, schools, volunteers, etc. in related programs utilizing appropriate training resources. Ensure that all training programs are in compliance with state and federal regulations.
- Coordinate with federal, state, local, public, private and volunteer interests to develop, conduct and evaluate emergency response exercises.
- Identify resource deficiencies and work with appropriate government and private sector sources to develop or maintain existing written mutual aid agreements to provide critical services, equipment, or other resources in the event of an emergency/disaster.

- Maintain the Emergency Operations Center (EOC) as a site from which key officials can direct and control operations during an emergency.
- Train Key officials for the Emergency Operations Center (EOC)
- Ensure emergency management radio communication systems, various alert and notification systems are operational and tested on a regular basis. Manage FCC licensing activities as applicable.
- Research and remain in compliance with all federal grant guidelines as applicable to Emergency Management, Office of Domestic Preparedness (ODP), Federal Emergency Management Agency (FEMA), Pre-Disaster Mitigation Grants, or any other grants that become available. Maintain inventory of all equipment purchased with grant monies and maintain all grant records for state and federal audits.
- Prepare, submit, justify and manage various budgets comprised of local, state and federal funds.
- Maintain and enhance continuity of government procedures and systems.
- Maintain and manage Citizen Corps Program within the county. Administer the Community Emergency Response Team (CERT) program by continuing education for citizens on disaster preparedness.
- Prepares reports, procedures and documentation that supports county emergency management functions.
- Secure technical and financial assistance available through State and Federal programs.
- Coordinate efforts to establish and maintain an effective shelter program. (May work in coordination with a volunteer agency such as the American Red Cross to accomplish this task).
- Act as a liaison between local government agencies and the Wyoming Office of Homeland Security during normal and emergency response operations.
- Coordinate with local and national volunteer groups and their use as resources during disasters/emergencies.
- Participate in the Local Emergency Planning Committee (LEPC) and other preparedness committees, organizations and boards as needed.
- Keep the county commissioners fully informed on homeland security activities.

- Any and all other duties not specified herein that are or become relevant to the position
- May supervise subordinate staff as applicable.

**Position requirements:**

- High School diploma.
- Associates Degree in Business Management, Business Administration, Public Administration or a related field preferred or equivalent job experience.
- 2 years office management experience.
- 2 years responder experience preferred (law enforcement, fire, emergency medical, dispatch).
- Hazardous Materials Awareness.
- Computer skills to include word processing, spreadsheet, internet, presentations, databases, graphic information systems.
- Grant writing skills and administration preferred.
- Map reading and GPS skills beneficial.
- Availability to be on-call 24/7.
- Ability to establish and maintain effective working relationships with the general public, elected and appointed officials, and co-workers.
- Ability to maintain composure during stressful, emotional or high-pressure situations while maintaining a professional profile.
- Ability to multi-task, prioritize and adjust work load to fit fluid nature of the job.