



LORAIN COUNTY COMMISSIONERS

Michelle Hung

Matt Lundy

David J. Moore



Emergency Operations Manager

Position Overview:

Under general supervision, assists the County Emergency Management Director with the planning and implementation of disaster services and SARA Title III compliance. Provides administrative and clerical support as needed. Attends continuing education courses as needed or deemed necessary. Assists with training and orientation of volunteer disaster personnel. Represents, acts for and assumes the responsibility for the Emergency Management Agency during the absence of the Emergency Management Director. Compensation is \$20/hour.

Essential functions:

- Maintains the county Emergency Operations Plan (EOP).
- Coordinates with local and state officials as required to develop and maintain the plan.
- Oversees the publishing and distribution of the EOP. Assists with identifying and secures potential resources to be used during emergencies.
- Maintains the county Hazard Mitigation Plan.
- Plans and assists with required exercises and drills.
- Assists the Emergency Management Director with the implementation and planning of disaster mitigation, planning, response and recovery actions as well as other related emergency services including: local warning, communications, radiological and hazardous material response.
- Represents the agency at meetings or conferences with other agencies and/or the general public as needed.
- Assists with the development and implementation of special projects.
- Collects and compiles data and prepares reports to aid in decision making.
- Ensures compliance with state and federal requirements to receive appropriate funding reimbursements.
- Assists with securing additional funding for the agency (grant writing, preparation, documentation and administration.)
- Oversees the operation of the Lorain County Emergency Operations Center (EOC) during its activation in the absences of the Director. Assists the Director to ensure EOC operational readiness. Assists the Director in updating EOC operations procedures
- Any other related tasks as required and assigned.

Supervisory:

- Responsible for supervising volunteer disaster personnel.

Knowledge, Skills and Abilities:

- Must possess the ability to communicate effectively, both verbally and written;
- Must hold and retain a valid Ohio Driver's License and must be able to qualify and remain on the county vehicle insurance program;
- Knowledge of emergency management principles, preparedness procedures and disaster services
- Knowledge of federal, state and local laws and regulations regarding disaster services and emergency management programs;
- Knowledge of employee training and development;
- Ability to interpret a variety of instructions in written, oral, picture or schedule form;



LORAIN COUNTY COMMISSIONERS

Michelle Hung

Matt Lundy

David J. Moore



- Ability to establish and maintain an effective working relationship with subordinates, elected and appointed officials and the general public;
- Availability at all hours as required to respond to an emergency scene if needed.

Education and Experience:

- Bachelor's degree from an accredited college or university in Emergency Management or related field; or, 10 years' experience in emergency management or a related field is required.
- ICS/NIMS 100, 200, 700 and 800 certification obtained through coursework within the first year of employment required.
- FEMA "Professional Development Certificate" within the first year of employment required.
- ICS/NIMS 300 and 400 within the first two years of employment required.

Equipment/Tools Used:

- Amateur and public safety radio
- Chemical and radiological monitoring equipment
- Basic office equipment

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently sits at a desk working on a computer for prolonged periods of time, but may also involve walking or standing for brief periods of time. Ability to exert up to 10 pounds of force occasionally or a negligible amount of force frequently to lift, carry, push, pull or otherwise move objects.

Work Conditions:

Work is performed primarily in an office setting; however, the employee may be required to deploy to an emergency scene in all types of weather conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

How to Apply:

Submission of the County Employment Application is required. Applications will be accepted electronically by submission to Human Resources, hr@loraincounty.us or by mail or hand delivery to Lorain County Administration Building, 226 Middle Avenue, Elyria, Ohio 44035.

Lorain County is an equal opportunity employer and will make reasonable accommodations for qualified applicants with disabilities.