

Goshen County Emergency Coordinator

The County Coordinator is responsible for mitigation and preparedness activities to protect against and prepare for disasters. This involves planning, training, exercising, procuring/maintaining equipment and designating facilities for shelter and other purposes. Grant writing is a crucial skill for this position. Must be available for emergency response. This is a full time benefitted position. A full job description and application is available at the County Clerks office located at 2125 East A Street Room 120 Torrington, WY or online at goshencounty.org. Please return a resume with the application. Position will be open until filled.

Cindy Kenyon
Goshen County Clerk

Please publish once per week for two weeks.

**Goshen County, Wyoming
Emergency Management Coordinator
County Appointment Application**

Return application to:
Goshen County Clerk
2125 E. A St Rm 120; PO Box 160
Torrington, WY 82240

Name: _____

Address: _____

Telephone: _____

E-mail: _____

Date of Birth: _____

Place of Birth: _____

Driver's License Number: _____

Jurisdiction of Appointment: _____

Effective Date: _____

Are you a U.S. Citizen? Yes No Naturalized? Yes No

Have you ever been charged or convicted of a felony offense? Yes No

If yes, provide details: _____

Do you belong or have you ever belonged to any organization or group that advocates the overthrow of the government of the United States of State of Wyoming by force, violence, or other unlawful means? Yes No

Have you received other than an honorable discharge from the military? Yes No

Date of discharge: _____ Type of discharge: _____

Education (High School/College) / Degree(s): _____

Other Job-Related Training and/or Experience: _____

Employment History (past 7 years): _____

Attached additional page if needed.

List names, addresses and phone numbers of two (2) personal references other than family members or employers: _____

Are you employed within your jurisdiction in another capacity? Yes No

If yes, please explain. _____

I certify that all information contained on this application is true and complete to the best of my knowledge and belief. I understand that any misrepresentations or falsifications may result in removal of appointment. By signing this form, I authorize Goshen County, Wyoming to conduct a background investigation.

Signature of Applicant

Date

Emergency Management Coordinator

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job and/or department.

Definition

To coordinate, plan, direct, and oversee the activities and operations of the Emergency Management Division to ensure local emergency response agencies and the general public are prepared to respond to and recover from any hazard which may affect the jurisdiction. In times of domestic emergencies, provide technical assistance to the Sheriff.

Supervision Exercised

Exercise technical and functional supervision of the Emergency Operations Center staffed by County and City employees, volunteers, and contract agencies. Receive direction from the Sheriff.

Examples of Important and Essential Duties

Important and essential duties may include, but are not limited to:

Provide administrative and technical support to the Sheriff, who is responsible for the direction and control of emergency operations and the organization of personnel, resources and facilities in times of emergency.

Develop and coordinate a comprehensive disaster preparedness and response plan in accordance with Federal and State emergency management guidelines and regulations to assure emergency response capabilities to serve all county inhabitants.

Provide assistance and guidance to all county, city and town departments and support organizations in the development of individual department emergency preparedness response, recovery plans, and standard operating procedures.

Implement all required tasks and duties as mandated by State and Federal regulations; prepare and submit all required plans and reports in a timely and accurate manner.

Coordinate emergency services planning and education between the county, city, town and local schools, local businesses, adjacent jurisdictions, utilities, volunteer organizations, and other governmental entities.

Conduct tests and emergency service drills and exercises to give local officials and first responders practice in operations under simulated emergency conditions; coordinate and conduct training programs.

Establish and maintain public warning and communication systems for emergencies and disasters including the warning siren system, the automated telephone warning system, the all-channel cable television interrupt system, and the local Emergency Alert System.

Administer and submit all County/City disaster claims for relief and reimbursement as a result of disaster declarations to the State and Federal Homeland Security Program, in compliance with applicable laws and regulations.

Function as the primary point of contact for the National Weather Service warning coordination efforts within the county, including emergency notification and public educational efforts.

Budget and grant request preparations for the agency and administration of all expenditures.

Advise local governmental agencies of the potential impact and scope of hazards and threats to the jurisdiction.

Assist in coordinating with voluntary organizations active in disasters (including the American Red Cross, Salvation Army, local welfare groups, professional and similar groups) to provide for those affected by emergencies and disasters.

Co-administer the Community Emergency Response Team (CERT) and its use with the City of Torrington Emergency Management Coordinator.

Provide public education on preparedness for disasters including but not limited to radio, newspaper, and television advertisements.

Inventory and maintain a listing of community disaster assets and maintain emergency supplies.

Participate in the Goshen County Local Emergency Planning Committee.

Receive, review, file and maintain the annual Tier II Hazardous Materials files submitted to the Local Emergency Planning Committee by industry in accordance with the Emergency Preparedness and Community Right to Know Act (EPCRA).

Review and update Goshen County Emergency Operations Plan and Standard Operating Procedures Manuals.

Write and apply for state, federal and other grant funding to promote specified activities for Goshen County.

Adhere to safe work practices and procedures.

Attend and participate in staff meetings and related activities; attend workshops, conferences and classes to increase professional knowledge; serve on committees assigned.

Participate in data gathering, entry, revision and updates for county business contact information.

Other Job Related Duties

Perform related duties and responsibilities as required.

Job Related and Essential Qualifications

Knowledge of:

Principles of disaster planning

Operational characteristics, services and activities of a comprehensive emergency management program

Principles, methods, techniques, and methods used in emergency preparedness and disaster relief

Hazardous materials regulations, issues, processes and emergency response to Hazmat situations

Basic emergency services such as fire, law enforcement, and emergency medical services

Operational characteristics of tools and equipment used in emergency management activities

Modern office procedures, methods and equipment

Pertinent Federal, State and local laws, codes and regulations

Principles and methods of training and instruction

Principles and practices used in interacting with the public

Safe driving principles and practices

Principles and practices of working safely.

Skill to:

Operate motor vehicle safely

Operate modern office equipment

Operate radios and other communication devices.

Ability to:

Speak to small and large groups of people when conducting training sessions related to emergency preparedness.

Plan, develop and coordinate and emergency preparedness program in accordance with Federal and State emergency management guidelines and regulations.

Direct the preparation, development and coordination of emergency management services.

Develop, prepare, coordinate, and present training programs.

Respond to request and inquiries from the general public.

Prepare and deliver oral presentations.

Act quickly and calmly in emergencies.

Meet and deal tactfully and effectively with the public.

Interpret and apply Federal, State, and local laws, codes and regulations.

Exercise good judgment, flexibility, creativity and sensitivity in response to changing needs and situations.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Experienced and Training Guidelines

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Three to four years in emergency management. (preferred)

Education and Training Guidelines

Equivalent to two years of college or apprenticeship and/or specialized training such as completion of the Federal Emergency Management Agency Professional Development Series (PDS).

License or Certificate

Valid Drivers License

Current AHA CPR Certification

Special Requirements

Moderate exposure to undesirable working conditions or exposure. The work is performed primarily indoors in an office environment but requires working outdoors when surveying hazard locations, checking the operation of the warning siren system or conducting emergency drills; in the event of an emergency, must be able to work indoors/outdoors under adverse conditions for extended periods of time.

Essential functions require maintaining physical condition necessary for moderate physical activity such as sitting, standing, walking, twisting upper body, and lifting an average of 50 lbs. Drive to different locations, erect and climb ladders, and open/close electrical component cabinet doors while on the ladder.