**Job Description and Duties**  
**Director of Emergency Management**

_The Director of the Hancock County Emergency Management Agency, subject to the direction and control of the County Commissioners, shall be the executive head of the Agency and shall have the responsibility for the organization, administration and operation of the emergency management organization, including the following specific powers and duties:_

1. Keep the County Commissioners fully informed on emergency management activities.
2. Assure that all duties and responsibilities of the Emergency Management Agency are completed.
4. Assure that all county employees and rostered volunteers with responsibilities as part of the Comprehensive Emergency Management Plan receive training in the functions that they are to perform.
5. Assure that the Comprehensive Emergency Management Plan addresses all hazards and includes all cities, towns, and other population centers within the county.
6. Submit to the Indiana Department of Homeland Security the Emergency Management Performance Grant (EMPG) assessment documentation specified in IDHS’s required format and within IDHS’s required time frame for submission.
7. Provide to the Indiana Department of Homeland Security Director annual reports and documentation as mandated.
8. Completely manage the department’s various functions, including among others financial, personnel, grants, and logistics.
9. Assure that the activities of the Agency at all times comply with Indiana Code 10-4-1 and other applicable statutes, rules and County ordinances.
10. Develop an emergency operating center (EOC) as a site from which key officials can direct and control operations during a disaster or emergency.
11. Attend, and attain passing grades in, the Emergency Management Professional Development series for emergency management presented by the Public Safety Training Institute.
12. Attend and attain passing grades, such emergency management training as may be required by IDHS in subsequent years.
14. Assure the Deputy Director’s and all paid emergency management staff’s attendance at, and passing grades in, such emergency management training as may be required by IDHS in subsequent years.
15. Assure ongoing attendance by the Director, the Deputy Director and all paid emergency management staff at further emergency management courses presented by the Public Safety Training Institute to assure continued knowledge of the latest information on emergency management.

16. Assume responsibility for public relations, information and education regarding all phases of emergency management.

17. Assure coordination within the County of all activities for emergency management.

18. Maintain liaison and coordinate with all other affected agencies, public and private.

19. Coordinate the recruitment and training for volunteer personnel and agencies to augment the personnel and facilities of the County for emergency management purposes.

20. Seek, negotiate and enter into (with the approval or ratification of the County Commissioners and consistent with the State Emergency Operations Plan and program) mutual aid arrangements with other public and private agencies for emergency management purposes, and taking all steps in accordance with such arrangements to comply with or take advantage thereof in the event of an actual emergency affecting the parties.

21. Accept any offer of the Federal Government to provide for the use of the County any services, equipment supplies, materials, or funds for emergency management purposes by way of gift, grant or loan, when the Governor has approved such offer.

22. Seek and accept from any person, firm or corporation, any gratuitous offers to provide services, equipment, supplies, materials, funds or licenses or privileges to use real estate or other premises, to the county for emergency management purposes.

23. Issue proper insignia and identification to emergency management workers and other people directly concerned with emergency management.

24. Assure that all volunteers meet the criteria set forth in Indiana Code 10-4-1, and the Hancock County Emergency Management Agency Membership Eligibility Requirements prior to accepting them as members of the Agency.

25. Make rapid and accurate assessment of:

   a) Property damage
   b) Personal injuries
   c) Fatalities
   d) Basic needs; and
   e) Special needs

   as soon as an emergency or disaster declaration has been made.

26. In addition to the powers and duties expressly provided above, the Director shall be construed to have all powers and duties of a local Emergency Management Director as provided under Indiana Code 10-4-1. In particular, but not by limitation, the Director, through the Agency, may perform or cause to be performed with respect to the county, any function parallel or analogous to those performed on a statewide basis by IDHS under Indiana Code 10-4-1.
27. Shall be on-call 24 hours a day, when available, to respond to all requests for assistance from all Hancock County Public Safety Agencies in incidents involving, but not limited to, hazardous materials, unknown substances, terrorist threats or acts, weather related emergencies, mass casualty incidents, and major traffic accidents. The Director shall provide technical assistance as appropriate, and shall act as liaison and primary contact point between County agencies, and State and Federal agencies.

28. Shall maintain active membership in the Hancock County Local Emergency Planning Committee (LEPC), and shall attend all regularly scheduled business meeting’s of the LEPC.

29. Shall maintain active membership in the Hancock County Community Organizations Active in Disasters (COAD) and shall attend all regularly scheduled Board of Director, and General Business meetings of the COAD.

30. Shall utilize the IDHS mandated Indiana Grants Management System (IGMS) to apply for, manage, and document inventory control, of all homeland security related grant programs and purchased equipment.