



## Job Posting Emergency Operations Manager

Under general direction, 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. Assist 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. Performs other related duties as required.

### **QUALIFICATIONS:**

Completion of secondary education supplemented with training in disaster services and planning, and including possession of FEMA "Professional Development Certificate" or 10 years emergency management experience or related field required. Must possess ability to communicate effectively, both verbally and written. Must hold and retain a valid Ohio vehicle operator's license and continuing eligibility for coverage under the existing county vehicle insurance policy.

### **LICENSURE OR CERTIFICATION REQUIREMENTS:**

Completion of FEMA ICS Series 100, 200, 300, 400, 700 and 800; FEMA Professional Development Series and Advance Professional Series within two (2) years of employment; must have valid driver's license.

### **KNOWLEDGE, SKILLS and ABILITIES:**

Management principles; department policies and procedures; emergency preparedness procedures; disaster services planning; computer, amateur and public safety radio communication systems; federal, state, and local laws and regulations regarding disaster services and Emergency Management programs; employee training and development, interviewing; policy development. Ability to interpret a wide variety of instructions in written, oral, picture, or schedule form; proofread technical materials, recognize errors and make corrections; 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.

### **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](mailto:hr@loraincounty.us) or by mail or hand delivery to Lorain County Administration Building, 226 Middle Avenue, Elyria, Ohio 44035.