

Name _____

Address: _____

INSTRUCTIONS TO APPLICANTS
for
Part-time Deputy Coordinator Position

1. Please fill out an application form and attach a copy of your resume together with any additional documentation that you may wish to have considered with your application;
2. Please do not contact this office, as those who will be interviewed will be determined on the basis of the application and resume. Those interviewed may be required to demonstrate their proficiency at needed skills;
3. All applications must be physically returned to the Emergency Management Office or submitted electronically to emergencymanagement@masoncounty.net;
4. Please type or neatly print your name and address on the spaces provided on this sheet, then staple this sheet and the remainder of this packet in the upper left hand corner of your application and resume.

Elizabeth Reimink, P.E.M.
Emergency Management Coordinator

Job Description - Emergency Management Deputy Coordinator

Occupational Summary:

On a part-time basis, the Deputy Coordinator will assist the Mason County Emergency Management Coordinator and the Mason County Board of Commissioners in executing the responsibilities of the emergency management office in compliance with State and Federal statutes.

Duties:

The Deputy Coordinator, at the direction of the Mason County Emergency Management Coordinator, shall act on the behalf of the Mason County Board of Commissioners and assist the Emergency Management Coordinator in all matters pertaining to the Emergency Management, disaster preparedness, and recovery assistance within Mason County by performing the duties as described.

1. Assist the County Emergency Management Coordinator, Chairperson of the Board of Commissioners, or his/her designee, and/or the County Administrator to assure continuity of the Emergency Management Program.
2. Assist in maintaining, developing, and facilitating the execution of the Mason County Emergency Action Guidelines/Emergency Operations Plan, SARA Title III Section 302 plans, and other emergency management plans during a disaster/incident response.
3. Assist in the design, development, and delivery emergency exercises and trainings.
4. Assists the public education program and implements public awareness activities through presentations, websites, social media, and other mechanisms. Communicates regularly with the public, news media, community organizations, government officials, private/volunteer services, and other related agencies regarding emergency management issues.
5. Assist in the development, coordination, and maintenance of multi-jurisdictional, multi-disciplinary preparedness, response, mitigation, and recovery plans and efforts with local entities and partners within the County.
6. Coordinate and develop volunteer opportunities to engage the public in emergency management activities and supplement incident support roles.
7. Become proficient in the use of County Emergency Management warning systems, response equipment, Michigan's Critical Incident Management System, and radio systems used during an emergency or disaster.
8. Attend educational and training classes and seminars pertaining to Emergency Management and convey information of interest back to County Officials.
9. Respond to emergency incidents and disaster as directed by the Emergency Management Coordinator and share on-call coverage for the emergency management office.
10. Assist in maintaining, developing, and facilitating the distribution of the SARA Title III Section 302, plans, Hazard Mitigation Plan, and other emergency management plans.

Knowledge, Skills, and Abilities:

1. Knowledge of community organization.
2. Knowledge of the principles and practices of research.
3. Knowledge of techniques involved in the collection and organization of physical, social, economic, fiscal, legal, and other data used in community.
4. Knowledge of methods of presenting the results of studies.
5. Ability to use tabular and statistical data.
6. Ability to prepare graphic and narrative materials.
7. Ability to maintain records and prepare reports and correspondence related to the work.
8. Ability to maintain favorable public relations.
9. Ability to effectively communicate with small and large audiences of varied socio/economic backgrounds.

Physical Requirements:

This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements.

- The ability to travel to and access all buildings within the County
- The ability to walk over various types of terrain to inspect disaster impact
- The ability to climb stairs in order to survey facilities and help plan evacuation routes
- The ability to operate radio and other communication equipment

Working Conditions:

- Works in an office and travels to sites throughout the County
- Exposure to various types of weather conditions
- Exposure to various types of disaster conditions

Required Minimum Qualifications:

The qualifications listed below are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Education:

- High school diploma or equivalent is required. Training and experience in emergency services program is preferred.

If not already obtained, within one year of appointment, the Deputy Coordinator is required to obtain the following training:

- Completion of FEMA’s Professional Development Series or equivalent certifications in FEMA’s emergency management curriculum
- Compliance with the National Incident Management System (NIMS) including certifications in FEMA IS100 Introduction to ICS; IS200 ICS for Field Supervisors; IS700 Introduction to the National Incident Management System (NIMS), ICS300 and ICS400 Incident Command System courses
- Completion of FEMA's Integrated Public Alert and Warning System (IPAWS) certification

Additional Requirements:

1. Considerable knowledge of the principles and practices of Emergency Management
2. Must accurately record, report and deliver information, meet deadlines, and maintain confidentiality of restricted information.
3. Work cooperatively with team members.
4. Complete and pass background check.
5. Possess and maintain a valid Michigan Driver’s License.

Job Compensation and Benefits:

This position is an at-will county position subject to the County Personnel Policy and other rules governing part-time employees adopted by the Mason County Board of Commissioners. There will be a six (6) month introductory period. At present, hours, compensation and benefits include, but are not limited, the following:

A. Hours of work are 20 hours per week. Scheduled days may vary.

B. Current compensation for 2023 is:

Start	\$18.75
Satisfaction plus one year	\$20.35
Satisfaction plus two years	\$22.00

C. Present benefits include: FICA, Worker’s Compensation, Unemployment