

JOB OPENING

KNOX COUNTY EMERGENCY MANAGEMENT DIRECTOR

(POSITION IS OPEN UNTIL FILLED)

LOCATION: Knox County Courthouse, 206 Main Street, Center, Nebraska

POSITION STATUS: Full-Time (40 hours per week with full benefits)
OR Part-Time (Less than 30 hours per week with limited benefits)

WAGE: Based on knowledge and experience.

QUALIFICATIONS: Must be certified as an Emergency Manager in the State of Nebraska by attending the Basic Academy. Certification must be valid at the time of hiring or be achieved within twelve months of the date of hire.

Must show evidence of experience in occupations, which, by their nature, extent and progressive importance, demonstrate the individual's ability to manage the emergency management program.

The Emergency Manager must demonstrate a high degree of discretion and confidentiality and exercise a high level of independent judgement in matters affecting individual and community safety, public health, public and private emergency preparedness, cost analysis, emergency financial and equipment, expenditures, and operation of the Knox County Emergency Management Agency.

EXPERIENCE: Desired experience includes emergency management training and emergency operations. A working familiarity with law enforcement, firefighting and EMS operations is desirable.

JOB RESPONSIBILITIES: Job responsibilities shall include but not be limited to:

- Identify and analyze the natural and technological hazards that pose potential threats and significant consequences to Knox County and its communities.
- Develop an effective disaster prevention, preparedness, response and recover system for Knox County and communities within the county.
- Review and revise existing emergency management-related plans; develop new plans as required; maintain up-to-date plans.
- Assist in maintaining a current Local Emergency Operations Plan to include all LEOP annexes and hazardous materials sections.
- Work with local officials in the development of hazard mitigation programs to eliminate or reduce potential hazards.
- Keep governing bodies informed of emergency management issues.
- Notify state and local officials of emergency situation.
- Identify personnel and material from government and the private sector that would be available in an emergency.
- Assist in planning and implementation of training and exercise to allow key officials the opportunity to practice implementing their role in an emergency situation under the NIMS guidelines.
- Arrange, coordinate, assist with or conduct training for first responders.
- Arrange, assist with, or conduct training for business, industry, service clubs, etc.
- Assist/advise local housing facilities, businesses, industries educational institutions and special needs population's coordinators in developing and writing emergency response plans.
- Manage the operations of the Emergency Operations Center.
- Maintain required NIMS inventories.
- Assist emergency response departments in maintaining suitable equipment inventories.
- Attend meetings and events important to this emergency management agency,
- Maintain an acceptable level of training and certification in profession of emergency management.
- Perform other duties and assignments as assigned.
- Assist with the LEPC.
- Develop emergency plans.
- Enter Tier II forms into computer/companies with chemicals on site.
- Apply for yearly Emergency Management Program Grant.
- Coordinate activities with:
 - Yankton and Bon Homme, SD Counties EMA
 - Northeast PET Region
 - NEMA – Nebraska Emergency Management Agency
 - DHS/FEMA
- Provide bulletins and training information to first responders.
- Realize you are subject to call 24-7.

BENEFITS: Salaried position with full family health insurance, dental/vision insurance, life insurance, retirement benefits, 11 paid holidays, and Paid Time Off (PTO).

HOW TO APPLY: Employment applications and a benefits summary are available online at:
<https://knoxcountyne.gov/employment-opportunities/>

OR Go to the Knox County website at: knoxcountyne.gov and click on “How Do I”. Under the “Apply For” column, click on “Job with the County”.

Submit your completed application to the **Knox County Clerk's Office** by:

- **Email:** joann.fischer@knoxcountyne.gov
- **Mail:** Joann Fischer, Knox County Clerk, P.O. Box 166, Center, NE 68724
- **In Person:** County Clerk's Office, Knox County Courthouse, 206 Main Street, Center, Nebraska

CONTACT INFORMATION: If you have any questions regarding the application process, please contact Joann Fischer, Knox County Clerk, at 402-288-5604 or joann.fischer@knoxcountyne.gov.