

PANOLA COUNTY
FIRE MARSHAL/EMERGENCY MANAGEMENT COORDINATOR

POSITION TITLE

FIRE MARSHAL/EMERGENCY MANAGEMENT
COORDINATOR

SUPERVISION

County Judge & Commissioners Court

POSITION SUMMARY

This is a professional and administrative position under the direction of the County Judge and Commissioners Court involving the oversight and update of Emergency Management and Fire Marshal duties. Work involves activities pertinent to general operations of the County Fire Marshal and the duties that pertain to that position. In addition, this position serves as the Emergency Management Coordinator responsible for implementing the County's emergency response plan, organizing response, and coordinating recovery efforts in emergency activities. In addition, this position serves as the Administrative Director of the Panola County Emergency Services District #1 and its oversight role on the VFD's in Panola County.

ESSENTIAL FUNCTIONS OF THE JOB

- This position is responsible for coordinating the plans for the various components of the emergency management system prior to the incident; and, during an emergency, assist in coordination and support of the incident, and oversee the recovery and mitigation process.
- Directs and oversees the development, implementation, and management of a countywide comprehensive emergency management program and related programs
- Work with the Sheriff to provide oversight, direction, and troubleshooting for the County Emergency Radio System and fire investigations.
- Performs grant solicitation, administration and reporting for Homeland Security Grants
- Develops policies and procedures regarding professional, technical and administrative special projects and county emergency management
- Develops and maintains county EMC/FM documentation and records
- Maintains and audits documentation to ensure compliance with state and federal regulations, including National Incident Management System (NIMS) and works with departments to improve deficiencies
- Investigates legal, professional, administrative and technical areas involving EMC/FM, this may include researching and collecting information to assist state and local decision makers in emergency operations decision making
- Investigates and reports on significant events within county relating to accidents, environmental hazard events, weather related events, fire/suspected arson, and major criminal/law enforcement events
- Work with city FM and present findings to state fire marshal when dealing with fire investigations
- Responsible for reviewing and updating Panola County Emergency Management Plan

and Annexes

- Work with the PCESD#1 Board as needed to assist them in any functions they mutually deem helpful to carrying out the efficient operation of the ESD as well as operating the VFD's that it funds
- Coordinates and/or prepares plans for all operational emergency support functions for the County's Emergency Plan
- Acts as inter-governmental liaison with local, regional, state and federal agencies and organizations
- Coordinates with various groups and organizations to monitor trends and plans within and around the county
- Attends meetings, conferences, workshops, and seminars related to EMC/FM and reports report outcomes, decisions, recommendations to administration and appropriate committees
- Plans, Conducts, and oversee training, drills, and exercises for county officials and employees in regards to EMC/FM
- Coordinates EMC/FM activities with judicial and law enforcement agencies as well as with other state, county, municipal, and non-governmental authorities
- Coordinates with other county departments concerning their functions and needs
- Coordinates implementation of the Unified/Incident Command System within the county
- On 24-hour call to respond/manage disasters and emergency situations in County, including-hazardous material spills, industrial and other major fires, floods, hurricanes, severe weather, and other events
- Supervises all volunteers and administers departmental functions

ADDITIONAL RESPONSIBILITIES

- Performs any other duties as assigned or required within the scope of the departments

KNOWLEDGE, SKILLS, and ABILITIES

- Skill in using MS Word, Excel and other general operating software and technology
- Knowledge of Federal and state legislative, statutory and administrative laws, rules and regulations
- Good organizational and technological skills
- Good oral and written communication skills
- Excellent interpersonal skills
- Skilled in using logical, objective and detailed observation and analysis
- Ability to multi-task and use of effective time management
- Ability to be punctual with a good work ethic
- Ability to operate under stress, and with heavy workloads and deadlines
- Ability to function calmly and professionally during emergency situations
- Skilled at being a cooperative, consensus builder
- Ability to exercise extreme discretion and confidentiality

PHYSICAL REQUIREMENTS

Representative of physical demands required to successfully perform the essential functions of

this position:

- Sufficient mobility to work in normal office setting and use standard office equipment including a computer, telephone, fax machine, copier, and scanner
- Be able to accommodate extended or emergency work schedules
- Can drive and can travel for extended time periods by vehicle, air or other necessary transportation modes
- Able to work outdoors and navigate by foot, vehicle, ATV or other necessary modes
- Appropriate dress and presentation for assigned tasks, may include being prepared for other immediate tasks by having other appropriate clothing available
- Ability to sit and stand for extended periods performing assigned tasks. Occasional climbing, balancing, walking, stooping, kneeling, crouching or crawling. Ability to lift 25 pounds

RECOMMENDED MINIMUM QUALIFICATIONS

- Bachelor's degree or advanced training in Emergency Management, Public Administration, Public Safety or Criminal Justice
- Minimum of two years of experience in Emergency Management
- Minimum of two years of administrative and supervisory experience
- Specific background in law enforcement, public safety, and emergency management preferred