**Pierce County**

**Position Description**

**Name: Department:** Emergency Management

**Date:** 2023 **Pay Grade:** J

**FLSA Status:** Non-exempt

**Position Title**: Field Director **Reports To:** Emergency Mgmt. Director

**Purpose of Position:**

Under the supervision of the Emergency Management Director, the Field Director functions as the administrative liaison for Emergency Management and the LEPC. In the absence of the Emergency Management Director the Field Director will perform duties of both routine and substantive matters requiring technical knowledge and interpretation of a variety of rules and regulations.

In addition, the Field Director shall provide coverage as a 911 Dispatcher. A portion of time will be spent covering assigned schedule in the 911 Dispatch center, assisting with answering incoming calls and dispatching responders to emergency incidents.

**Essential Duties and Responsibilities:**

**To perform this job successfully, an individual must be able to perform each essential function satisfactorily and in a timely manner. The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. The field director will normally work weekdays with some scheduled weekend and evening training or meeting requirements. However, when covering assigned 911 Dispatcher duties, the schedule will include nights, weekends and holiday coverage of up to 12-hour shifts. Other duties may be required or assigned.**

 **Field Director Duties:**

* Responds to inquiries, complaints, concerns, and supply information to the public and others as requested.
* Assist with department organization and recordkeeping including some administrative functions such as preparing payment vouchers and depositing checks.
* Assist in the development and revision of all emergency plans, hazard plans and grant applications, standard operation procedures for county disaster planning and preparedness.
* Assist the Director in updating and sending to the State, all changes in our Radiological Emergency Response Plan in support of the Prairie Island Nuclear Generating Plant Plan.
* Assist with preparation and coordination for county emergency training and exercise activities.
* LEPC duties related to SARA Title III as mandated by the State and Federal governments.
* Provide assistance for meetings and conferences to include preparing agendas, scheduling, keeping minutes; .
* Assists LEPC Committee in the preparation of individual plans for those facilities subject to SECTION 302 Planning Requirements and maintain plans in WHOPRS annually.
* Assists in maintaining and ordering of department’s inventory of supplies.
* Complete relevant and required training as needed and in accordance with grant requirements.

911 Dispatch-specific functions:

* Operate a computerized telecommunication/radio system with patrol units, municipalities and other emergency agencies on a county-wide basis.
* Receive routine and emergency (911) calls and messages. Other data and information may also be received via telephone, radio, and other communications.
* Answer multi-line phone system, rapidly provide requested information, referral or response as required to the public regarding county operations and procedures.
* Dispatch officers and other emergency personnel to emergency situations; provide information as necessary for officer/field responder safety.
* Communicate effectively, courteously and respectfully using appropriate language and tone of voice.
* Operate Wisconsin Criminal Justice Info Systems (CJIS) to request and procure needed information between agencies.
* Process requests, enter queries and monitor data and messages from local, state, federal and international computerized communication systems and relay information as necessary to the appropriate authority;
* Monitor weather and radio communications from the National Weather Service.
* Activate County emergency alert systems (ex: sirens, Everbridge) for weather and other community emergencies as needed. Quickly notify Emergency Service personnel of emergent threats.
* Conform to the oral and written policies and procedures of the department and Pierce County.

**Minimum Qualifications:**

High School diploma or GED, minimum two years of experience in an office setting that involves working with a wide variety of programs; computer skills and extensive experience with Microsoft Word, Excel, and PowerPoint.

**Preferred Qualifications:**

Previous experience as a 911 Dispatcher. Associate degree in Homeland Security/Emergency Management or related military/first responder experience is preferred. Must be willing to obtain State of Wisconsin Emergency Manager certification within 18 months of employment.

**Knowledge, Skills, and Abilities:**

Ability to organize work and develop work procedures with minimum supervision; ability to establish and maintain effective working relationships with the staff and general public; ability to prepare and maintain records. Must be dependable, tactful, and maintain confidentiality. Must be able to read, write, and understand English. Ability to operate equipment and machinery requiring simple but continuous adjustments, such as calculator, keyboard, computer, telephone and photocopier.

**Physical Requirements:**

This work requires speaking and hearing, repetitive motions, frequently requires standing and reaching with hands and arms and occasionally requires sitting, walking, climbing stairs, balancing, stooping, kneeling, crouching, pushing, pulling and lifting. Work requires close vision, ability to adjust focus, color perception and peripheral vision, vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written computer data, operating machines and observing general surroundings and activities.

**Special Requirements:**

**Environmental Ability:**

Ability to work under generally safe and comfortable conditions where exposure to environmental factors poses little risk of injury.

Pierce County is an Equal Opportunity Employer. In compliance with the American Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee’s signature Date Supervisor’s signature Date

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Personnel Department Date