

Franklin County Position Description

Position Title: EMA Deputy Director

Department: EMA

FLSA Status: Nonexempt

Reports to: EMA Director

Effective Date: 12/17/2024

Job Summary:

The Deputy Director of the Franklin County Emergency Management Agency is granted expressed authority by the Agency Director and the County Administrator to assume the Director's responsibilities during periods of absence. In the absence of the Director, the Deputy Director holds complete administrative authority over financial matters within the agency. This authority extends to operations conducted in accordance with the Franklin County Personnel Manual, the Emergency Management Agency's Standard Operating Procedures, and directives issued by the Agency Director or the County Administrator.

Essential Job Functions:

- Assists with planning, organization, and execution of Emergency Management Agency (EMA) activities. Collaborate with federal, state, county, and local EMA entities to ensure activities align with overall county, state, and national emergency management programs.
- Assists with and understands EMA activities and financial requirements. Assists with and attends the annual EMA budget request meetings and participates in budget meetings, if needed.
- Assists with overseeing the daily maintenance of all agency records, including financial documents, emergency plans, standard operating procedures, meeting notes, and emergency operations logs.
- Assists with submission of required reports to the Maine Emergency Management Agency (MEMA), including quarterly EMPG financial reimbursement submissions and yearly activity reports. Ensure compliance with Tier II reporting for chemical inventory and maintain incident files.
- Assists with grant management support for Franklin County participants, including assistance with applications, monitoring expenditures, submitting reimbursement requests, and ensuring compliance with federal guidelines.
- Assists with the maintenance of the Franklin County's social media page and EMA website, posting timely public service announcements, weather alerts, and relevant information for the community.
- Utilize the programs for data entry related to exercises, meetings, and volunteer activities. Support volunteer groups such as Franklin Search and Rescue (FSAR) and Amateur Radio Emergency Services (ARES) by maintaining current rosters and

compliance records.

- Manage inventory for all federal purchases, ensuring proper documentation, disposition, and tracking of items through the Franklin County Emergency Management Agency.
- Attend various meetings, including monthly Directors Meetings, bi-monthly Directors Council meetings, and local EMA and fire meetings, as well as other meetings within Franklin County.
- Provide and facilitate Student Tools for Emergency Planning (STEP) training for local schools, targeting 4th and 5th graders to enhance emergency preparedness.
- Coordinate community emergency exercises involving first responders, civic groups, international partners, and local agencies.
- Maintain updated lists of local directors, Emergency Operations Center staff, and agencies for resource management. Manage the Emergency Operations Center during activations.
- Support local officials during and after storms by processing damage assessment forms, maintaining records, and assisting FEMA with damage assessments.

Other Duties and Responsibilities:

- Stay informed of current trends and best practices in emergency management through peer networking, attending seminars, and reviewing relevant literature.
- Coordinate with the Franklin County RCC to secure and maintain county communications infrastructure, including access roads, maintenance schedules, and backup power systems.
- This position requires extended work hours, hours outside normal business hours, and being on-call to respond to emergencies.
- All other duties as assigned.

Required Knowledge/Skills/Abilities:

- *Knowledge of hazardous materials, disaster relief, recovery, and emergency services preferred.*
- *Proficiency in office computer systems, with a willingness to learn new programs.*
- *Strong organizational skills.*
- *Excellent oral and written communication skills for effective interaction with staff, volunteers, emergency responders, and the public.*
- *Proficiency in telephone and radio communication, particularly in emergency situations preferred.*
- *Ability to collaborate effectively in emergency preparedness and response planning.*

Education and Experience:

- *Duties require knowledge of emergency preparedness and response planning*
- *High School diploma or equivalent required.*
- *Associates degree in business administration or related field, and/or one to three years of relevant work experience preferred.*
- *Valid State of Maine driver's license required.*

Physical Requirements:	Percentage of Work Time Spent on Activity			
	<i>0-24</i>	<i>25-49</i>	<i>50-74</i>	<i>75-100</i>
<i>Seeing: Must be able to read computer screens and reports.</i>			x	
<i>Hearing: Must be able to hear well enough to receive calls and radio communication.</i>			x	
<i>Standing/Walking: Must be able to move about the department.</i>				x
<i>Fingering/Grasping/Feeling: Must be able to type and use technical sources.</i>				x
<i>Lifting/Pulling/Pushing: Must be able to lift up to 25 pounds.</i>		x		
<i>Climbing/Stooping/Kneeling: Must be able to stoop or kneel to pick up paper products or directories.</i>		x		

Working Conditions: •The Deputy Director is expected to perform duties in both office and outdoor environments as directed by the Emergency Management Director. Will be required to respond to emergency situations, necessitating physical fitness and the ability to handle various environmental conditions, including extreme weather variations. May include extended work hours when responding to emergency needs of the community.

Note: The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Employee Signature

Date

Supervisor Signature

Date

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Approval Signatures:

Commissioner Brann

Commissioner Harvell

Commissioner Carlton