

Job Posting: Emergency Management Coordinator

The Summers County Commission is seeking qualified candidates for a part-time Emergency Services Coordinator. This position reports directly to the Summers County Commission. An Associate Arts or Bachelor's degree in a related field is desirable but not mandatory. Individual must have an applicable knowledge of available federal and state emergency preparedness programs and essential technical skills in emergency responses. Interested candidates must provide a resumé and cover letter no later than February 9, 2024 to the Summers County Administrator, 120 Ballengee Street, Hinton, WV 25951 or email to lisa.eads@summerscountywv.gov. The selected candidate must be able to work under pressure, exercise good judgment and make sound decisions in daily and emergency situations. While there is flexibility in day-to-day schedule, individual must be available 24/7/365 in case of emergency, and be available for daytime, evening, and/or weekend assignments, and travel to attend meetings and conferences. The successful candidate will be expected to either reside in or relocate to Summers County.

The duties of this position may include but are not limited to:

- Coordinate, in cooperation with the 911 Director, disaster response or crisis management activities, such as in activating the Emergency Operations Center, ordering evacuations for populations effected by or in danger of a natural, man-made or emerging infectious disease disaster, opening public shelters, and implementing special needs plans and programs.
- Develop and maintain liaison relationships with municipalities, county departments, and similar entities to facilitate plan development, response effort coordination, and exchanges of personnel and equipment.
- Attend meetings, conferences, and workshops related to emergency management to learn new information, best practices, and to develop working relationships with other emergency management subject matter experts.
- Actively participate in LEPC and the WV Emergency Management Council.
- Collaborate with other officials i.e. local, state, and federal to prepare and analyze damage assessments following disasters or emergencies.
- Conduct and maintain Shelter surveys and availability.
- Review and analyze federal laws, regulations and policies governing disaster response and recovery activities as well as the policies and procedures of other disaster relief organizations.
- Coordinate citizen and family preparedness plans and programs, including volunteer initiatives to ensure effective response to all hazardous events. Also monitors local community programs and assist in annual training.
- Apply for federal funding for emergency-management-related needs and administer and report on the progress of such grants, including Homeland Security grants.
- Prepare plans that outline operating procedures to be used in response to disasters or emergencies, such as but not limited to flooding, hurricanes, nuclear accidents, terrorist attacks, and emerging infectious diseases and in recovery from these events.
- Write and implement Mutual Aid or cooperative assistance agreements to provide needed services, equipment or other resources in the event of an emergency.
- Update Emergency Operations Plans for all hazards with special emphasis on disaster and threat preparedness. Also updates and maintains the Available Resources List.
- Plan and organize Table Top, Functional and Full-Scale Exercises. Conduct follow-up analysis and training to improve response. Complete all related forms and reports.
- Inspect facilities and equipment, such as emergency management centers and communications equipment, to determine their operational and functional capabilities in emergency situations.
- Consult with officials of local and area governments, schools, hospitals, and other institutions to determine their needs and capabilities in the event of a natural, man-made or emerging infectious disease emergency.

- Review emergency plans of individual organizations, such as medical facilities, schools, private businesses, etc., to ensure their adequacy.
- Develop a working relationship with State Partners, such as WV Emergency Management Division, WV Department of Environmental Protection, WV Division of Highways, WV Division of Natural Resources, WV Turnpike Authority and other local, state and federal emergency response agencies.
- Study emergency plans used elsewhere to gather information for plan development.
- Conduct surveys of federal, state, and local partners as well as the public to determine the types of emergency-related needs to be addressed in disaster planning or provide technical support to others conducting such surveys.
- Provide communities with assistance in applying for federal funding for emergency management facilities, radiological instrumentation, and other related items.
- Other duties as assigned by the Summers County Commission.