

NOTICE OF VACANCY

Open to the Public

Qualified Santa Cruz County Employees and Qualified Applicants are invited to apply for the following position by submitting a letter of interest indicating relevant experience and qualifications and a completed Santa Cruz County Employment Application Form to the County Manager, County Complex, 2150 N. Congress Dr., Rm. #119, Nogales, AZ 85621:

Job Title: DIRECTOR OF EMERGENCY MANAGEMENT

Department: EMERGENCY MANAGEMENT

Salary: \$62,678 - \$84,617 (Range 80)

**Summary of
Duties: *See attached job description***

Qualifications: *See attached job description*

THIS POSITION WILL BE OPEN UNTIL FILLED

(Santa Cruz County is an EEO/AA Employer)

Emergency Services Director

Definition: Under administrative direction, identifies and responds to natural disasters and man-caused public emergencies and potential hazardous material spills. Also enforces city, state, and County regulations. Identifies, coordinates and responds to needs, problems and improvements.

Essential Functions: (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)

Tasks:

Develops and administers an emergency disaster response plan for Santa Cruz County; identifies potential disasters and incidents; develops and administers a plan which prevents, mitigates, and/or responds appropriately to such occurrences; trains and schedules exercises which assess the relative effectiveness of the response to a variety of disasters/incidents; coordinates with all law enforcement, public works, and other resources from the County organization and other agencies.

Identifies location and sources of hazardous materials in Santa Cruz County to notify and require owners to prepare plans for response to emergency releases, should they occur; coordinates emergency response of fire and law enforcement haz-mat incidents; identifies responsible parties in the event of a spill and attempts to recover the cost of local response services; initiates investigation and recommends prosecution in the event of negligent or criminal activity.

May assume role of incident command in County jurisdiction for preserving public safety and financial accountability; monitors the proper functioning of the 911 system; monitors current and proposed environmental remediation projects; monitors and updates radio communication systems; recommends and monitors the contract for County medical services to assure quality performance and proper billing and collection of ambulance services.

Knowledges, Skills, and Other Characteristics:

Knowledge of FCC rules and regulations pertinent to radio communication systems.

Knowledge of federal, state, County and city codes, laws, statutes, and regulations concerning emergency or disaster plans and haz-mat.

Knowledge of how to develop haz-mat programs and information notices.

Knowledge of proper functioning of 911 systems.

Knowledge of management information systems and application software.

Skill in compiling and developing annual budget recommendations and administering budget throughout the fiscal year.

Skill in supervising and managing County emergency medical services.

Skill in planning, directing, staffing, and evaluating emergency and haz-mat.

Skill in communicating effectively, orally and in writing.

Skill in establishing and maintaining effective working relationships with County staff, elected officials, other agencies, and the general public.

Qualifications:

Prefer five-(5) years experience in public safety (preferably law enforcement). State certification as Haz-Mat Specialist and Transportation Enforcement. Prefer IAEM Certified Emergency Manager or Associate Emergency Manager Certification or successful completion of FEMA Professional Development series. Driver's license.