



MORRISON COUNTY

JOB DESCRIPTION

Job Title: Emergency Manager/Communications Supervisor
Department: Sheriff's Office
Classification: 11
Reports to: County Sheriff
Supervises: Yes
Normal Business Hours: Monday – Friday, 8:00 AM – 4:30 PM
Telecommute: Supervisory discretion
Union: No
FTE Status: 1.0 Full Time Equivalent
Last Reviewed: 08/2024

Nature of Work:

This position is responsible for the overall management of the emergency management program including the planning and preparation for potential disasters, responding and recovering from actual disasters; and managing day-to-day operations of the Communications Center and all dispatch staff.

Communicates with:

Internally – All Sheriff staff.

Externally – Federal/State/county/city entities and public.

Supervision:

Lead Dispatcher

Dispatchers

Essential Work Functions:

- Manages and directs all 911 dispatch staff to include prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary decisions.
- Designs, plans, directs and coordinates the preparation, implementation, and evaluation of the County's emergency response plans which are approved by the State of Minnesota and FEMA and meet statutory and legislative requirements; Emergency Operations Plan, Multi-Hazard Mitigation Plan, continuity of operations plans and County Resource Manual and Radiological Emergency Preparedness Plan.
- Manages the County's overall response, coordination and recovery efforts to local disasters and events through the Emergency Operations Center by coordinating activities during emergencies and disasters In Morrison County and collaborating with local, county, regional, state, and national partners.
- Responds on-scene of critical incidents/emergencies to direct emergency operations and first responders.
- Conducts damage assessments to impacted entities and assists jurisdictions with submitting documentation to the Minnesota Department of Homeland Security and Emergency Management and FEMA.
- Prepares disaster declarations, presents to County Board for approval, coordinates with HSEM and FEMA to secure disaster recovery assistance funding when appropriate.
- Manages and utilizes mobile command trailer and technology.
- Leads and coordinates Emergency Management Program functions; plans, develops, directs, and evaluates emergency management programs; determines the nature and extent of emergency services needs of the population and develops procedures, standards and services to meet priority needs.

- Plans and conducts training, drills and exercises to test the adequacy and operability of emergency management plans with county staff, municipalities, townships, and other stakeholder groups and public safety partners.
- Prepares, submits, and administers local, state, and federal grants and reports and manages emergency management budget. Administer emergency management systems. Procurement of equipment and supplies.
- Plans, selects and implements all technology for Communications Center: such as 800 MHz radio systems and Next Gen 911 and 911 systems and management of all systems in Communications Center. Direct activities of contractors or subcontractors regarding 911 Communications/radio equipment. Troubleshoot and assist in diagnosing of technological issues and work to resolve problems. Serve a project manager for each project.
- Prepares, submits, and administers local, state, and federal grants and reports and manages Dispatch budget.
- Design and implement operating practices, processes and procedures to support changes in statutes, technology and other resources to ensure on-going compliance and efficiency in Communications Center.

Other Work Functions

- Performs related work as required.

Minimum Qualifications of Education and Experience:

- Requires two years of formal training in tech or associate degree.
- Six (6) years of experience required, including supervisory experience.
- Must be certified as a State of Minnesota Emergency Manager within two years of employment
- Ability to pass all position required background(s) and testing(s).

Knowledge, Skills, and Abilities Required:

- Valid MN driver's license.
- BCA Single Certification.
- CPR First Aid training.
- BCA Terminal Agency Coordinator
- Strong understanding of the organization's goals and objectives.
- Ability to effectively supervise staff.
- Experience working with Microsoft Office (Word, Excel, PowerPoint, Outlook, etc.).
- Excellent written, interpersonal, and oral communication skills.
- Highly self-motivated and directed.
- Strong organizational skills.
- Excellent attention to detail.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Able to work in a team-oriented, collaborative environment.
- Knowledge and skill in strategic planning.
- Demonstrate initiative and excellent problem-solving skills.
- Demonstrate an ability to effectively handle a wide variety of projects and problems in an effective and professional manner.

Persons with disabilities:

The above is a general listing of job duties. Essential and non-essential functions may vary by individual position. Reasonable accommodations may be available for both essential and non-essential job duties.

Physical Demands and Work Environment:

In compliance with Americans with Disabilities Act, the following represents the Physical and Environmental Demands:

Exposed to:	24% or Less	25% - 49%	50%-74%	75% or more
Office environment			X	
Sitting, standing			X	
Walking, reaching, pulling		X		
Typing/data entry			X	
Talking, hearing			X	
Close and distance vision		X		
Heavy (Over 60 pounds of force)	X			
Challenging or threatening behaviors			X	
Hazardous physical conditions			X	
Hazardous materials			X	
Atmospheric Conditions		X		
Travel		X		
Extreme temperatures			X	
Environmental		X		
Work with high detail/deadlines				X

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The Board of Commissioners, County Administrator and/or the Department Head retains the discretion to add duties or change the duties of this position at any time.

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

Employee Name: _____

Employee Signature: _____ Date: _____