

CROOK COUNTY, WYOMING  
JOB DESCRIPTION FOR  
CROOK COUNTY HOMELAND SECURITY DIRECTOR

**HOMELAND SECURITY DIRECTOR**

IS EMPLOYED BY THE BOARD OF COUNTY COMMISSIONERS THAT IS APPOINTED BY THE GOVERNOR WHO IS AN EMPLOYEE “**AT WILL**” AND CAN HAVE THEIR EMPLOYMENT **TERMINATED** WITH OR WITHOUT CAUSE, WITH OR WITHOUT NOTICE, FOR ANY REASON AT ANY TIME. AND BE ADVISED THAT NO ACTION OR INACTION ON THE PART OF THE COUNTY, BOARD OF COUNTY COMMISSIONERS, OR ANY ADMINISTRATOR SHALL CREATE ANY FORM OF EMPLOYMENT CONTRACT EITHER EXPRESS OR IMPLIED.

The following job description is intended to present a descriptive list of the range of duties performed by employee. Specifications are not intended to reflect all duties performed within the job and/or department.

**DEFINITION OF WHAT THE JOB ENTAILS**

To coordinate, plan, direct, and oversee the activities and operations of the Homeland Security to ensure local emergency response agencies and the general public are prepared to respond to and recover from any hazard which may affect the jurisdiction. In times of emergency act as **Administrative Assistant to the Emergency Management Council**.

**SUPERVISION RECEIVED AND EXERCISED**

Exercise technical and functional supervision of the Emergency Operations Center staffed by county and city employees, volunteers, and contract agencies.

Receive direction from the the Governor, the Board of County Commissioners in and for Crook County, WY or County Sheriff.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Important and essential duties may include, but are not limited to, the following:

1. Prepare grant requests for the county, administer grants including administration of grant income and expenditures.
2. Provide administrative and technical support to the Local Emergency Planning Committee (LEPC), which is responsible for the direction and control of emergency operations and the organization of personnel, resources and facilities in times of emergency.

3. Develop and coordinate a comprehensive disaster preparedness and response plan in accordance with Federal and State emergency management guidelines and regulations to assure emergency response capabilities to serve all county inhabitants.
4. Provide assistance and guidance to all County, City, and Town departments and support organizations in the development of individual department emergency preparedness response, recovery plans, and standard operating procedures.
5. Implement all required tasks and duties as mandated by State and Federal regulations;
6. Prepare and submit all required plans and reports in a timely and accurate manner.
7. Coordinate emergency services planning and education between the County, City, Town, and local schools, local business community, adjacent jurisdictions, utilities, volunteer organizations, and other governmental agencies.
8. Conduct tests and emergency service drills and exercises to give local officials and first responders practice in operations under simulated emergency conditions; coordinate and conduct training programs.
9. Establish and maintain public warning and communication systems for emergencies and disasters including the warning siren system, the automated telephone warning system, the all-channel cable TV interrupt system, and the local Emergency Alert System.
10. Administer and submit all County, City and Town disaster claims for relief and reimbursement as a result of disaster declarations to the State and the Federal Emergency Management Agency (FEMA), in compliance with applicable laws and regulations.
11. Function as the primary point of contact for the National Weather Service warning coordination efforts within the county, including emergency notification and public educational efforts.
12. Prepare budget requests for the agency and administer its expenditures.
13. Advise local governmental agencies of the potential impact and scope of hazards and threats to the jurisdiction.
14. Assist in coordinating with voluntary organizations active in disasters (including the American Red Cross, Salvation Army, local welfare groups, professional and similar groups) to provide for those affected by emergencies and disasters.
15. Administer the Emergency Operations trailer and its use.
16. Provide public education on preparedness for disasters.
17. Inventory community assets and maintain emergency supplies
18. Participate in the Crook County Safety Committee and the Crook County Local Emergency Planning Committee.
19. Receive, review, file and maintain the annual Tier II Hazardous Materials files submitted to the Local Emergency Planning Committee by industry in accordance with the Emergency Preparedness and Community Right to Know Act (EPCRA).
20. Review and update Crook County Emergency Operations Plan and Standard Operating Procedures Manuals.
21. Adhere to safe work practices and procedures.
22. Attend and participate in staff meetings and related activities; attend workshops, conferences, and classes to increase professional knowledge; serve on committees

- as assigned.
23. Comply with Federal, State and County policy and procedure.
  24. Ability to create maps with mapping programs and to use GPS.
  25. Such other duties as assigned by the Governor, Board of County Commissioners or County Sheriff.

## **OTHER JOB RELATED DUTIES**

Perform related **or unrelated** duties and responsibilities as required by the Governor, Board of County Commissioners or County Sheriff.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

Knowledge of:

- Principles of disaster planning.
- Operational characteristics, services and activities of a comprehensive emergency management program.
- Principles, methods, techniques, and methods used in emergency preparedness and disaster relief.
- Hazardous materials regulations, issues, processes and emergency response to hazmat situations.
- Basic emergency services such as fire, law enforcement, and emergency medical services.
- Operational characteristics of tools and equipment used in emergency management activities.
- Modern office procedures, methods, and equipment.
- Pertinent Federal, State, and local laws, codes, policies and regulations.
- Principles and methods of training and instruction.
- Principles and practices used in interacting with the public.
- Safe driving principles and practices.
- Principles and practices of working safely.

Skill to:

- Operate a motor vehicle safely.
- Operate modern office equipment.
- Operate radios and other communication devices.

Ability to:

- Speak to small and large groups of people when conducting training sessions related to emergency preparedness.
- Plan, develop, and coordinate an emergency preparedness program in accordance with Federal and State emergency management guidelines and regulations.
- Direct the preparation, development, and coordination of Emergency Management Services.
- Develop, prepare, coordinate, and present training programs.

- Respond to request and inquiries from the general public.
- Prepare and deliver oral presentations.
- Act quickly and calmly in emergencies.
- Meet and deal tactfully and effectively with the public.
- Interpret and apply Federal, State, and local laws, codes, policies, and regulations.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**EXPERIENCE AND TRAINING GUIDELINES:**

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

- Three to four years in emergency management or its equivalent.
- To have any combination of education and experience totaling seven (7) years, including but not limited to any of the following: EMS, Law Enforcement, Fire Service or Military Training to include a minimum of two (2) years in a supervisory or command capacity.

Education/Training:

- Equivalent to two years of college or apprenticeship and/or specialized training such as completion of the Federal Emergency Management Agency Professional Development Series (PDS).

**LICENSES, CERTIFICATES, OR REGISTRATIONS:**

Must be current or obtained within a specified time frame as defined upon employment.

- Have a Valid Wyoming driver's license and ability obtain a CDL within 90 days of hiring.
- Pass any employment testing required.
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**WORKING CONDITIONS:**

Essential duties require the following:

**Employment at Will**

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**Working Environment: see advertisement also**

- Moderate exposure to undesirable working conditions or exposure. The work is performed primarily indoors in an office environment but requires working outdoors when surveying hazard locations, checking the operation of the warning siren system or conducting emergency drills; in the event of an emergency, must be able to work indoors/outdoors under adverse conditions for extended period of time.
- No homeland security program established under the authority of this act shall participate in any form of political activity or be employed directly or indirectly for political purposes.
- The position administers federal funds and is subject the Hatch Act. So the employee cannot run or hold a partisan political office.

**Physical Activities: See advertisement also**

- Essential functions require maintaining physical condition necessary for moderate physical activity such as sitting, standing, walking, twisting upper body, and lifting an average of 50 lbs. Drive to different locations, erect and climb ladders, and open/close electrical component cabinet doors while on the ladder.
- Duties can require movements in a host of undesirable conditions with hazardous materials, foul weather, fire and extreme temperatures.

**Background check and Clearances**

- Must be a citizen of the United States, take an oath of office, sign all releases presented and pass Homeland Security Background check, not have any felonies, or Driving Under the Influence of Drugs or Alcohol offenses in past ten (10) years, nor be registered on the Central Registry of this or any other state. You must also maintain this status throughout your employment for this position. A credit history may be required and reviewed by the employer as well.