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.
4. Implement all required tasks and duties as mandated by State and Federal regulations;
5. Prepare and submit all required plans and reports in a timely and accurate manner.
6. Conduct tests and emergency service drills and exercises.
7. Establish and maintain public warning and communication systems for emergencies and disasters.
8. Administer and submit all County 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.
9. 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.
10. Prepare budget requests for the agency and administer its expenditures.
11. Assist in coordinating with voluntary organizations active in disasters.
13. Provide public education on preparedness for disasters.
14. Inventory community assets and maintain emergency supplies
15. 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).
17. Adhere to safe work practices and procedures.
18. Attend and participate in staff meetings and related activities; attend workshops, conferences, and classes to increase professional knowledge.
19. Comply with Federal, State and County policy and procedure.
20. Ability to create maps with mapping programs and to use GPS.
21. Such other duties as assigned 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 and processes.
- Modern office procedures, methods, and equipment.
- 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.

EXPERIENCE AND TRAINING GUIDELINES:

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

Examples:
- One to two years in emergency management or its equivalent.
- To have any combination of education and experience including but not limited to any of the following: EMS, Law Enforcement, Fire Service or Military Training.

LICENSES, CERTIFICATES OR REGISTRATIONS:

Must be current;
- Have a Valid Wyoming driver's license.
- Pass any employment testing required.

WORKING CONDITIONS:

Essential duties require the following:

Working Environment:
- 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 coordinator hired 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 to 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.
- 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.