

**LIBERTY COUNTY**  
**PO Box 459**  
**Chester, Montana**

**JOB TITLE:** DES Coordinator

**LOCATION:** Chester

**STATUS:** Part-Time; Pay DOE

<b>OVERALL FUNCTIONS</b>
--------------------------

This position is responsible for the development, administration and coordination of a county-wide program for Mitigation, Planning, Response and Recovery to emergency and disaster situations. Responsible for coordinating and directing public and private resources towards the common goal of protecting life, property and the environment to include frequent contact with appropriate groups, training and exercise and solicitation of input through LEPC meetings. The position is responsible for developing, updating, testing and oversight of all planning/emergency/hazard/response plans, including the Emergency Operations Plan. Serves as principle advisor to city and county chief executives on emergency operations. Is a member of the County Safety committee and may conduct and oversee mandatory and optional training. Oversees the mandatory written programs for Safety.

**All duties below are essential functions unless otherwise indicated. Job duties are not all inclusive and subject to change.**

1. To establish when necessary the Emergency Operating Center, to include staffing, equipment, supplies, procedures, displays, and all other necessary and requested items.
2. To serve as resource to executive and operating branches regarding requirements and conditions of response to emergency situations, as determined by established guidelines of the EOP includes potential situations and updates including contacts with many outside agencies.
3. To coordinate and collaborate in the development, implementation, monitoring and testing of operational plans for emergency response.
4. To coordinate with private sector, emergency response agencies (physicians, hospitals, ambulance services, fire departments, hazmat teams, bomb squads (all first responders.) regarding mitigation, planning, response & recovery.
5. To coordinate with public sector emergency response (medical, fire, law enforcement) and communication agencies (media) on an emergency basis.
6. To plan for and coordinate evacuations and establishment of shelters. To prepare for the need to feed victims and responders through Red Cross and Salvation Army.
7. To coordinate with private industry regarding emergency response capabilities and plans.
8. To establish and maintain County warning systems, involving all segments of the community, particularly public sector and private sector emergency response agencies.
9. To utilize the NIMSCAST for public education and training programs.
10. To prepare and present budgets and forecasts of annual program requirements and objectives.

11. To prepare and submit state and federal reports (quarterly and year end) and the required documents involving funding associated with the Emergency Management Program. To Request grant funds, administer departmental grants including reports, request reimbursements using collaborative county financial statements.
12. To be Primary County Applicant Agent and coordinate all anticipated disaster reimbursement with the State.
13. To serve on the County safety Committee and participate in monthly safety meetings and coordinate the mandatory and optional safety trainings.
14. To supervise the work of subordinates following all Liberty County policies and procedures from the Employee handbook. To oversee the work assignments for quality and timeliness.
15. Other Duties As Assigned:
  - a. **Americans With Disabilities Act (ADA) Compliant Officer**-To create/maintain the county wide written plan that includes all county owned and county funded buildings, applying and noting each law pertaining to working in, visiting and conducting business in all locations. Access to all areas and services provided for the public. Be familiar with new laws, update notebook and have available for viewing.
  - b. **Safety Coordinator**-Our safety program is a team approach. To track the efforts, cooperation and participation of all county employees in the training they attend and request. We offer monthly and annual mandatory trainings.
  - c. **Back-up Mailroom clerk duties**- To occasionally receive and be accountable for incoming mail to the Courthouse.
  - d. To perform a variety of other duties as assigned by the County Commission.

#### COMPETENCIES:

Applicant must have experience with Microsoft Office software (Word, Excel) and possess basic computer skills within a Windows environment. Good writing and interpersonal skills are required. Successful applicants need to be self-starters, able to complete tasks with minimal guidance and seek guidance or assistance from supervisors as necessary.

#### EDUCATION:

The knowledge and skills normally obtained through a High School Diploma or GED or experience of at least two years in a full time secretarial or administrative assistant which includes word processing, record keeping, and receptionist duties in a fast paced environment. Experience of 1-2 years in Emergency Services, Fire or Disasters is needed.

#### APPLICATION AND SELECTION PROCESS:

Selection of applicant may include an oral interview and review of resume or Job Service application and cover letter of interest.

#### REASONABLE ACCOMODATIONS:

Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodation. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job, or to enjoy equal benefits and privileges of employment available to other employees. Applicant must request accommodation when needed.

Work is primarily performed in a normal office environment, involving physical demands associated with working on a computer, communicating over the phone and in person, and some light lifting.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be required to stand, walk, sit, reach (with hands and arms), climb, balance, stoop, kneel, crouch, and/or crawl. This position is frequently required to feel, taste, smell, hear and speak and to lift or move up to 25 pounds for setting up EOC or shelters for Emergencies.

The position requires close vision, distance vision, color vision, peripheral vision, and depth perception.

**Must be able to receive emergency calls 24/7 and be able to respond as needed.**

The noise level in the work environment is usually moderate.

#### **ADDITIONAL REQUIREMENTS FOR APPLICATION:**

Please submit along with the standard application form a brief paragraph detailing why you are interested in this position, and any special qualifications that you believe will assist you in this job.

No other additional forms/or documentation is required.