

Latimer County Emergency Management Director

Position Summary

The Latimer County Emergency Management Director is responsible for coordinating and managing the County's emergency management program, including preparedness, mitigation, response, recovery, and disaster planning. The Director works closely with county officials, fire departments, law enforcement, EMS, first responders, municipalities, state and federal agencies, and other emergency response partners.

The Director shall maintain the County's readiness to respond to natural disasters, severe weather, flooding, fires, hazardous materials incidents, infrastructure emergencies, and other threats to the health and safety of the community.

Essential Duties and Responsibilities

- Develop, maintain, and **update the Latimer County Emergency Operations Plan (EOP) annually** and as needed following changes in hazards, procedures, or regulations.
- Coordinate emergency preparedness and response activities between county departments, fire departments, law enforcement, EMS, municipalities, and other response agencies.
- Be responsible for the **operation, maintenance, testing, inspection, repair, and documentation of all county storm sirens and outdoor warning systems.**
- Monitor severe weather, storms, flooding, fires, and other emergencies affecting Latimer County and provide timely information to county officials and emergency response agencies.
- Maintain accurate records and documentation of significant storms, emergencies, damage, response activities, and resources used.
- Serve as the County's **Floodplain Administrator**, administering applicable floodplain regulations, permits, records, maps, and compliance requirements.
- Identify and apply for available **federal, state, and other emergency management grants**, including grants for preparedness, mitigation, equipment, warning systems, and disaster recovery.
- Maintain records and documentation required for emergency management grants and assist with grant-funded projects.
- Assist emergency response teams with resources, coordination, communications, logistics, and other needs during emergencies.

- Coordinate and support the activation and operation of the **Emergency Operations Center (EOC)** when necessary.
- Conduct **quarterly meetings with county fire departments, EMS, law enforcement, first responders, municipalities, and other emergency response partners** to discuss preparedness, response concerns, resources, training, and upcoming hazards.
- Coordinate emergency management exercises, drills, training, and preparedness activities.
- Assist with damage assessments, disaster declarations, recovery operations, and applications for state or federal disaster assistance.
- Identify and pursue mitigation projects designed to reduce future risks to life and property.
- Maintain an inventory of emergency equipment, supplies, warning systems, and other available county resources.
- Promote public emergency preparedness and provide information regarding severe weather, flooding, evacuation, sheltering, and other emergency situations.
- Maintain working relationships with the Oklahoma Department of Emergency Management, FEMA, National Weather Service, neighboring counties, municipalities, and other emergency management partners.
- Prepare reports and provide county leadership with updates and recommendations regarding emergency preparedness, incidents, equipment, grants, and emergency management needs.
- Perform other duties related to emergency management and public safety as assigned by the County Commissioners.

Qualifications

- High school diploma or equivalent; education or experience in emergency management, public safety, fire service, EMS, law enforcement, or a related field preferred.
- Knowledge of emergency management, ICS/NIMS, disaster response, severe weather, and emergency planning preferred.
- Ability to obtain required emergency management training and certifications.
- Strong communication, organizational, and decision-making skills.
- Ability to work nights, weekends, holidays, and extended hours during emergencies.
- Valid Oklahoma driver's license.

Working Conditions

The Emergency Management Director may be required to work during severe weather, disasters, flooding, fires, and other emergency situations and may be required to respond outside normal working hours.

Scope of Authority

The Emergency Management Director coordinates the County's emergency management program and supports emergency response agencies while respecting the operational authority of fire, law enforcement, EMS, municipalities, and other agencies having jurisdiction.

The Director works under the direction and authority of the Latimer County Board of Commissioners and applicable federal and state laws.

This job description provides an example of the general duties, responsibilities, and expectations of the Latimer County Emergency Management Director. It is intended as a guide and is not a complete or limiting list of the duties of the position. The Emergency Management Director may be required to perform additional duties, responsibilities, and assignments as necessary to support the emergency management needs of Latimer County and as directed by the County Commissioners.