

**POSITION DESCRIPTION  
COUNTY OF DECATUR, INDIANA**

**POSITION:** Director  
**DEPARTMENT:** Emergency Management  
**WORK SCHEDULE:** 8:00 a.m. - 4:00 p.m., M-F  
**JOB CATEGORY:** EXE (Executive)

**DATE WRITTEN:** October 2023  
**DATE REVISED:**

**STATUS:** Full-time  
**FLSA STATUS:** Exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The County of Decatur provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Director for Decatur County Emergency Management Department, responsible for establishing procedures and planning, preparing, and responding to emergencies.

**DUTIES:**

Supervises and directs assigned personnel, including making hiring decisions, providing orientation, planning and delegating work assignments, establishing work goals, evaluating performance, training and motivating assigned staff, determining significant changes in responsibilities, reviewing salaries, maintaining discipline, recommending corrective action, and communication and administering personnel programs and procedures.

Develops, implements, and continually updates Comprehensive Emergency Operations Plan (CEMP), including defining emergency response and safety plans, procedures, equipment use and allocation, and emergency operations.

Maintains Emergency Operations Center (EOC) establishing plans or activating the center as needed.

Prepares and maintains Memo of Understanding (MOU) with multiple agencies.

Performs Points of Distribution Commodities (POD-C) and Medical Distribution (POD-M) with Department of Health including planning needs and logistics of supplies.

Communicates with various organizations such as local government agencies, businesses, schools, and community organizations in reviewing and updating emergency plans.

Ensures all county employees and volunteers receive training as part of Comprehensive Emergency Management and coordinates activities during emergency and non-emergency situations.

May temporarily presume existence of state of emergency as situations demand in absence of a declaration of state of emergency by Indiana Governor or County officials according to County ordinances.

Coordinates field operations during a declared emergency with news media, emergency personnel, local, state, and federal authorities as needed. Performs rapid and accurate assessment of property damage, injuries, and fatalities as needed.

Works with Local Emergency Planning Committee (LEPC) creating hazmat plans and responses.

Issues watches and warnings for situations in regard to travel restrictions.

Develops and manages department budget, including researching grant funding to enhance local emergency management and response capabilities.

Oversees inventory and maintenance of vehicles and equipment, including purchasing, testing, and distributing equipment, scheduling and/or completing routine maintenance and minor repairs. Maintains related maintenance records as required.

Prepares and submits various reports including to Indiana Department of Homeland Security as required.

Attends various conferences, meetings, and training sessions as required.

Testifies in legal proceedings and in court.

Responds to emergency calls on a 24-hour basis.

Performs related duties as assigned.

## **I. JOB REQUIREMENTS:**

High school diploma or HSE required, with related previous experience preferred.

Must be at least 21 years of age.

Possession of or ability to obtain and maintain valid required certifications, including but not limited to Emergency Management certification through FEMA and various current emergency training and certifications as required by Indiana Homeland Security.

Ability to meet all hiring and retention requirements, including passage of a drug test and background check.

Thorough knowledge of and ability to make practical application of local, state, and federal emergency management regulations, policies, and procedures during varied situations, and ability to develop, update, and effectively implement the Decatur County Emergency Operations Plan.

Thorough knowledge of and ability to make practical application of County geography and streets, roads, weather patterns, hazardous materials, natural disasters, and fire, police, and emergency medical services.

Practical knowledge of and ability to make practical application of budget and grant preparation and administration.

Practical knowledge of department operations and requirements, with ability to update Department policies and procedures and ensure compliance.

Working knowledge of Department blood borne pathogen exposure reporting and ability to utilize universal health precautions.

Working knowledge of standard English grammar, spelling, and punctuation and ability to prepare documents, correspondence, and reports.

Working knowledge of current training programs and ability to develop and direct training for staff and volunteers.

Working knowledge of radio frequencies, codes, procedures and limitations, and ability to speak clearly and distinctly, and hear and be heard and understood in person, by radio, and by telephone.

Working knowledge of standard filing systems and ability to create and maintain department files.

Ability to supervise and direct assigned personnel, including making hiring decisions, providing orientation, planning and delegating work assignments, establishing work goals, evaluating performance, training and motivating assigned staff, determining significant changes in responsibilities, reviewing salaries, maintaining discipline, recommending corrective action, and communication and administering personnel programs and procedures.

Ability to perform essential functions of the position without posing a direct threat to the health and safety of self and other individuals in the workplace, such as dealing swiftly, rationally, and decisively with potentially violent individuals in precarious situations and taking authoritative action, applying appropriate discretion and common sense.

Ability to maintain radio programming for emergency services radios in the jurisdiction, and track FCC licenses as needed.

Ability to properly operate standard office equipment, including computer, calculator, and telephone.

Ability to properly operate department equipment such as large trucks, emergency radios, and generators.

Ability to coordinate field operations during declared emergencies and perform rapid and accurate assessments of property damage, personal injuries, fatalities, and basic and special needs.

Ability to prepare and distribute mass notifications to the public in the event of hazardous situations, and to communicate effectively with the media.

Ability to count, compute, and perform arithmetic computations.

Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements.

Shall comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to effectively communicate orally and in writing with co-workers, other County and State departments and agencies, FEMA, various emergency organizations, Commissioners, schools, hospitals, emergency personnel, businesses, media, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to understand, memorize, retain, and carry out oral and written instructions and present findings in oral or written form.

Ability to take action with a minimum of prompting and reach rapid and sound decisions.

Ability to work alone with minimum supervision and with others in a team environment, work rapidly for long periods on several tasks at a time, often under time pressure.

Ability to plan and layout assigned work projects and apply knowledge of people and locations.

Ability to read and interpret detailed prints, sketches, layouts, and maps.

Ability to plan and present public speaking presentations.

Ability to analyze, compile, classify data, evaluate, observe, investigate, coordinate, place, make data-driven decisions, and fabricate data to discover facts or develop concepts.

Ability to testify in legal proceedings and in court.

Ability to regularly work extended hours, and occasionally work weekends, and evenings, and travel out of town and regularly respond to emergencies on a 24-hour basis.

Possession of a valid driver's license with demonstrated safe driving record.

## **II. DIFFICULTY OF WORK:**

Incumbent exercises independent judgment in interpreting general guidelines, instructions, and rules to adapt them to specific cases and circumstances that arise during the course of performing a broad range of duties, many of which are unrelated to one another and present new or unique problems.

## **III. RESPONSIBILITY:**

Incumbent develops own objectives and establishes procedures, policies, and performance standards. Incumbent is accountable for department results.

## **IV. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other County and State departments and agencies, FEMA, various emergency organizations, Commissioners, schools, hospitals, emergency personnel, businesses, media, and the public, for the purpose of exchanging information, rendering services, and negotiating solutions.

Incumbent reports directly to the County Commissioners President.

## **V. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a standard office environment, outdoors, and in a vehicle, involving sitting/walking at will, standing/walking for long periods, driving, keyboarding, lifting/carrying/pushing/pulling objects weighing up to 50 pounds, handling/grasping/fingering objects, close/far vision, color/depth perception, hearing sounds/communication, and speaking clearly. Incumbent may work near hazardous materials, and may be exposed to extreme temperatures, walking on uneven terrain, wet/icy surroundings, fumes/odors/dust/dirt, and noisy environments. Safety precautions must be followed at all times to avoid injury to self and others, including wearing protective clothing and equipment.

Incumbent is regularly required to work extended hours, and occasionally work weekends, and evenings, travel out of town and regularly required to respond to emergencies on a 24-hour basis.

*Decatur County is an Equal Employment Opportunity Employer*

Interested applicants should complete an online application and return to [hr@decaturcounty.in.gov](mailto:hr@decaturcounty.in.gov)

Posted: 5/7/2025

Removed: 5/30/2025