



Job Title: Emergency Manager
This is Classified/Full-Time/Exempt

Position Summary: The County Emergency Manager will review and provide recommendations and advice on emergency response plans, serve as the County's representative on various working groups dealing with emergency coordination, response, and planning. This position is responsible for responding to incidents 24 hours a day and 7 days a week.

Essential Duties and Responsibilities:

- Respond to emergencies as directed by the County Manager, Law Enforcement, Fire Coordinator, and assists with coordinating activities following disasters or emergencies.
- Assist in the developing, coordinating and analyzing programs, policies procedures, guidelines, and objectives for emergency management.
- Develop and maintain liaisons with federal and state agencies, other counties, municipalities, County departments and similar entities, appropriate governments and political subdivisions, and private organizations as necessary during planning, training, exercises as well as during both response and recovery operations.
- Facilitate plan development, response effort coordination and exchanges of personnel and equipment. Attend local, state and federal emergency management activities.
- Participate in community education and public relations programs that involve emergency management preparedness.
- Initiate and manage grants to enhance emergency management programs and activities.
- Keep informed of activities or changes that could affect the likelihood of an emergency, as well as those that could affect response efforts and details of plan implementation.
- Participate in community education and public relations programs that involve emergency management.
- Perform other duties assigned by the County Manager.
- Additional duties during the fire and flood season include:
- Shall serve as the Operations Section Chief within the Incident Command System for Mora County's Emergency Operations Center response to the 2022 Hermit's Peak and Calf Canyon ("HPCC") wildfire and flash flooding.
- Guide emergency protective measures in response to the HPCC wildfires and associated flash flooding through close coordination with local, state, and federal agencies. Protection of life and mitigation of potential life safety issues related to flash flooding and landslides shall be the top priority.
- Participate in and provide reports regarding Mora County fire and flood issues via cooperators' meetings as arranged by federal and state agencies.
- Identify and secure local, county, federal and state resources that can assist in fire and flood mitigation issues.

JOB DESCRIPTION-EMERGENCY MANAGER

- Utilize various software and GIS maps to assess emergency situations and determine course of action and make recommendations to County Manager and other stakeholders on such actions.
- Any other duties or assignments as made by the County Manager which relate to issues arising from the wildfire and flood
- Develop, update, and maintain the county's comprehensive emergency management plan, ensuring it aligns with state and federal guidelines.
- Identify potential hazards, assess vulnerabilities, and develop risk assessments to prioritize preparedness efforts.
- Serve as the central point of contact during emergencies, coordinating the county's response efforts with local, state, and federal agencies, as well as non-governmental organizations.
- Implement the Incident Command System (ICS) and ensure its effective use in managing emergency incidents.
- Activate and manage the county's Emergency Operations Center (EOC) during significant events, ensuring a seamless flow of information and resources.
- Respond to emergencies as directed by the County Manager, Law Enforcement. And/or Fire Administrator and assists with coordinating activities following disaster or emergencies.
- Assist in the developing, coordinating and analyzing programs, policies procedures, guidelines, and objective for emergency management.
- Develop and maintain liaisons with federal and state agencies, other counties, municipalities County departments and similar entities, appropriate governments and political subdivisions, and private organizations as necessary during planning, training, exercises as well as during both response and recovery operations.
- Facilitate plan development, response effort coordination and exchanges of personnel and equipment. Attend local, state, and federal emergency management activities.
- Participate in community education and public relations programs that involve emergency management and preparedness.
- Initiate and manage grants to enhance emergency management programs and activities.
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- Perform other duties and assigned by County Manager.

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Minimum Qualifications

- Must have prior emergency management experience.
- Strong verbal and written communication skills
- Computer Skills: Proficiency is using Microsoft Office

License Requirement

Valid New Mexico Driver's License

Fingerprinted Background check

Defensive Driving Certificate