

# RUTHERFORD COUNTY, TENNESSEE

## CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE:                   EMERGENCY MANAGEMENT ASSISTANT  
DIRECTOR**

---

### **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to participate in the planning and coordination of county emergency/disaster preparation, mitigation, response and recovery. Duties and responsibilities include performing the role of Director in his/her absence, supervising/training employees and volunteers, establishing and directing crisis management procedures, coordinating and directing emergency management activities and homeland security, evaluating response to emergencies, acting as liaison with officials and the public, preparing reports and maintaining records, and performing other functions as appropriate. Reports to Emergency Management Director.

### **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Supervises, directs, and evaluates assigned staff of employees and volunteer workers, processes employee concerns and problems, directs work, counsels, and disciplines.

Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; consults with assigned staff, assists with complex/problem situations, and provides technical expertise.

Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; initiates any actions necessary to correct deviations or violations.

Consults with Emergency Management Director, County Mayor, county officials, outside agencies, and other officials to review department operations/activities, reviews/resolves problems, receives advice/direction, and provides recommendations.

Coordinates emergency management activities with those of other county departments, other municipalities, other emergency agencies, public safety agencies, government agencies, community organizations, outside agencies, or others as needed; coordinates such activities as disaster planning, emergency procedures, training/exercises, disaster recovery, equipment operations, and coordination of efforts.

Performs the duties of Emergency Management Director in their absence; assumes primary responsibility for all aspects of emergency planning and implementation of emergency management activities in absence of director.

Participates in the planning, coordination, and direction of activities associated with mitigation, preparation for, response to, and recovery from any disaster or emergency affecting the health, safety, and welfare of county citizens, including natural disasters, flooding, water accidents, airplane crashes, train wrecks, major transportation accidents, major fires, hazardous material incidents, civil uprisings, lost person searches, homeland security, or other situations.

## **Rutherford County, Tennessee • Emergency Management Assistant Director**

---

Participates in the establishment of crisis management procedures, procedures for continuity of government under crisis management conditions, and procedures for industrial reporting of hazardous chemical spills/releases; coordinates and directs implementation of various procedures in cases of emergency.

Evaluates and prioritizes incidents and resources during emergency response and recovery.

Assists in directing resource management activities, including equipment, staffing, funding, or other resources; maintains current records of available resources, such as volunteer workers, equipment, community organizations, government agencies, supportive businesses, emergency/grant funding, or other resources.

Plans, directs, coordinates, and evaluates drills/exercises to test and evaluate emergency preparedness and response to various emergency situations.

Coordinates the recruitment of volunteer personnel for emergency management and related activities; organizes, trains, motivates, and supervises activities of volunteer workers as required for homeland security.

Prepares, directs, and conducts training classes for staff members, volunteers, or other individuals concerning specific areas of emergency management, hazardous materials, and homeland security.

Coordinates and communicates with various public safety agencies, community organizations, officials, and the public; acts as a liaison with federal, state and local agencies; maintains continuous and frequent communications with fire agencies, law enforcement agencies, hospitals, and ambulance services for liaison and interpretation of emergency management responses and communication; advises, communicates with, and/or disseminates information to county officials, staff members, the media, outside agencies, community organizations, the general public, or others as appropriate for resolving problems, exchanging information, and coordination work activities.

Provides education and information to the general public regarding emergency activities, emergency procedures, and emergency management agency functions, roles, and responsibilities; makes speeches and presentations to schools, civic organizations, and other community groups.

Prepares various legal/technical reports in compliance with state/federal requirements; submits required reports to appropriate agencies within designated timeframes.

Assists in preparing and implementing departmental budget; monitors expenditures to ensure compliance with approved budget.

Assists in developing and implementing long and short term plans, goals, and objectives for the agency.

Prepares or completes various forms, reports, correspondence, lists, schedules, emergency plans, policies, procedures, budget documents, press releases, training programs/exercises, emergency response assessments, reference/resource materials, or other documents.

Receives various forms, reports, correspondence, emergency plans, policies, procedures, budget reports, invoices, emergency response assessments, hazardous materials reports, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, database, or other software programs.

Maintains files of departmental activities and other documentation as needed for record keeping.

Operates a variety of equipment and tools associated with emergency management activities, which may include a motor vehicle, radio communications equipment, emergency radio systems, personal protective equipment, various emergency equipment, audio/visual equipment, or general office equipment.

Communicates with director, county officials, employees, volunteers, other departments, other municipalities, other emergency agencies, public safety agencies, medical providers, government agencies, community organizations, local businesses, the public, the media, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or to give/receive advice or direction.

Assists in the use and procurement of computer and peripheral hardware, GIS mapping technology, network operations, crisis information management software, emergency operation databases, and other technology resources in conjunction with county technology personnel in order to effectively deploy such tools as needed in the fulfillment of department objectives.

Attends various meetings, serves on committees, and makes speeches or presentations as needed.

Maintains a comprehensive, current knowledge of laws, regulations, and guidelines pertaining to emergency management programs and homeland security; maintains an awareness of new practices, equipment, trends, and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

Provides twenty-four hour emergency response capability.

## **ADDITIONAL FUNCTIONS**

Performs general/clerical tasks, which may include answering telephone calls, typing documents, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

Bachelor's degree in Emergency Management, Fire Science, Management, or closely related field; supplemented by three (3) years previous experience and/or training that includes progressively responsible emergency management operations, emergency/disaster planning, public safety, hazardous materials regulations, program/personnel management, and public relations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license.

## **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

**Human Interaction:** Requires the ability to function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; ability to utilize principles of fractions; ability to interpret graphs; ability to compute discount, interest, profit and loss, ratio and proportion; ability to calculate surface areas, volumes, weights, and measures; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems. Requires the ability to apply principles of logical or synthesis functions, to deal with several concrete and abstract variables, and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the direction, control and planning of an entire program or set of programs.

## **ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS**

**Physical Ability:** Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as odors, wetness, humidity, rain, fumes, temperature extremes, traffic hazards, electrical hazards, bright/dim light, toxic agents, or hazardous materials.

### **PHYSICAL DEMANDS ANALYSIS**

**1. STANDING AND WALKING**

**Tasks:** Emergency Work, Teaching, Training

**Surface:** Varies

**Estimated Total Hours:**     Varies     **Maximum Continuous Time:**     Varies    

**2. SITTING**

**Tasks:** Computer work-research, planning, documentation, training

**Estimated Total Hours:**     Varies     **Maximum Continuous Time:**     Varies

**3. LIFTING/CARRYING**

Objects:

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs				Varies	
11-25 lbs				Varies	
26-50 lbs				Varies	
51-75 lbs				Varies	
76-100 lbs				Varies	
>100 lbs					X

**4. PUSHING/PULLING**

Objects: Varies

Height of hands above floor during push: Varies

**5. CLIMBING**

Tasks: Varies

Device: Varies

Height: Varies

Frequency: Rarely

**6. BENDING/SQUATTING/KNEELING**

Tasks: Varies

Frequency: Rarely

**7. REACHING**

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"	Varies	Varies	Varies	Varies
21-36"	Varies	Varies	Varies	Varies

**8. WORK CONDITIONS**

Exposure to	Yes	No
Hot Temperatures	X	
Cold Temperatures	X	
Sudden Changes in Temperature	X	
Noise	X	
Fumes	X	
Cramped Quarters	X	
Cold Surfaces	X	
Hot Surfaces	X	
Sharp Edges	X	
Vibration	X	
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	

Inside Building	90 % of time
Outside	10 % of time

**9. OTHER JOB DEMANDS**

<b>Does Job Require</b>	<b>Yes</b>	<b>No</b>
<b>Crawling</b>		Rarely
<b>Jumping</b>	X	
<b>Lying on Back</b>		Rarely
<b>Lying on Stomach</b>		Rarely
<b>Twisting</b>	X	
<b>Sweeping/Mopping</b>	X	
<b>General Cleaning</b>	X	
<b>Handling Trash</b>	X	

**10. HAND USE**

<b>Type of Use</b>	<b>Yes</b>	<b>No</b>	<b>Frequency</b>
<b>Keystrokes</b>	X		Numerous/Daily
<b>Grasp</b>	X		Daily
<b>Fine Motor i.e: writing, twisting hands or wrist, etc</b>	X		Daily



Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date