# Emergency Manager Job Description Assessment

This is a sample list of essential job duties and responsibilities and is not all encompassing of the potential functions of an Emergency Manager. Review the list and indicate the following as an anonymous assessment.

+ I feel confident in this task

- I do not feel confident in this task

na This task does not apply to my position

* Builds and maintains jurisdiction emergency management capabilities to prepare for, prevent, protect, mitigate, respond to and recover from emergency incidents based on an all-hazards approach
* Conducts/coordinates, publishes and maintains an all-hazards threat assessment
* Creates/coordinates, publishes and maintains a pre-disaster mitigation plan
* Develops, publishes and maintains an emergency operations plan
* Establishes, publishes and manages a training, exercise and evaluation program
* Coordinates and supports emergency response activities
* Coordinates and supports post-emergency recovery, both short-term and long-term
* Conducts/coordinates after-action reviews and reports
* Develops and tracks the corrective action plan
* Administers the Emergency Notification System
* Develops, implements, and maintains all written documentation required for contingency planning and emergency response of resources located within the jurisdiction
* Prepares a comprehensive budget with supporting documentation covering expenditures of the Department of Emergency Management
* Purchases new and replacement equipment for the Department and advises executive branch and operating department regarding requirements and conditions of response to emergency situations based upon established guidelines
* Establishes and maintains the jurisdiction Emergency Operating Center. Identifies all resources, personnel, and material required within the center during emergency and disasters.
* Maintains and trains volunteers on EOC staff and directs EOC staff during training, exercises, and actual incidents
* Coordinates and monitors the testing of jurisdiction level operating plans
* Coordinates preplanning for incidents and management of incidents for the County and the incorporated cities and towns with state and federal government agencies relating to emergency services matters.
* Keeps the Commissioners, mayors and city managers fully informed of emergency services activities
* Maintains records regarding inventory control, equipment maintenance, projects management, personnel management and capital replacement
* Assists in the creation of documents requesting special funding for emergency and disaster services
* Drafts, produces, and procures information and educational materials for the public regarding emergency situations
* Tracks hazardous material report forms, incidents, and/or emergencies involving hazardous material within the jurisdiction or adjacent to its borders
* Review, plan, coordinate, and implements mutual aid agreements
* Research, complete, and administer grant applications for Emergency Management Performance Grant, Homeland Security, mitigation and other emergency management/services related grants
* Responsible for application and administration of local, State and Federal grants
* Maintain files, reports and records related to the grants
* Performs other duties as required or assigned