



**KRIS A. KNOCHELMANN**  
County Judge/Executive  
859.392.1415

**OFFICE OF THE COUNTY JUDGE/EXECUTIVE**

303 Court Street, Suite 205  
Covington, KY 41012-0792

**JOE SHRIVER**  
County Administrator  
859.392.1415

**MEMORANDUM**

**PLEASE POST IMMEDIATELY**

**INTERNAL & EXTERNAL POSTING**

**DT: 7/27/18**

**TO: All Department Managers**

**FR: Kelly Baker  
Human Resources**

**RE: Vacancy in the Homeland Security/Emergency Management**

There is an opening for a Part-Time Deputy Director in the Homeland Security/Emergency Management Department. The essential functions of the position are attached. Starting hourly compensation is \$22.00. *Anyone wishing to apply for this position needs to contact the Human Resource Office by application and resume by 4:00 p.m. on Friday, August 10, 2018.*

**Kenton County  
Homeland Security/Emergency Management**

**Compensation: Hourly  
Exemption Status:  
Non-Exempt  
Exemption Type: N/A**

**PART-TIME DEPUTY DIRECTOR HOMELAND SECURITY AND EMERGENCY  
MANAGEMENT**

**GENERAL NATURE OF WORK**

This is technical and administrative work involving executing the activities of the office of Homeland Security and Emergency Management. This employee also coordinates the County safety and regulatory compliance activities. Additionally another responsibility of the HSEM is to respond and have full access to the scene of an emergency, declared emergency, disaster, or catastrophe to immediately investigate, analyze, or assess the seriousness of all situations; to coordinate the establishment and operation of a local incident command or management system; to execute the local emergency operations plans as appropriate, to activate the local emergency operations center or on-scene command post; to convene meetings, gather information, conduct briefings and fully expedite and direct the disaster and emergency response of all local public and private agencies. Position reports to the Emergency Management Director. Duties are performed under general to limited supervision.

This position shall have the powers of a peace officer for the purpose of enforcing all Kentucky revised statutes, law, rules, and ordinances relating to the hazardous materials and hazardous waste in Kenton County. This employee shall comply with KRS 61.300

**EXAMPLES OF DUTIES**

Respond to the scenes of emergencies, declared emergencies or disasters and provide technical assistance to other responding public safety agencies within or outside of the county; and perform or provide for services not ordinarily performed by local public safety agencies.

At the scene of emergencies, the HSEM Staff faces risks imposed by uncertain terrain, severe weather, uncertain building stability, structural or other fires and explosions and uncertain intent of individuals encountered while performing assigned duties. Hazardous material events pose additional risks because of the threats imposed by airborne toxic vapors or gases, contaminated articles, facilities or soil. A Boiling Liquid Expanding Vapor Explosion is always a possibility when dealing with events involving leaking tanks, drums and cylinders.

## **Part-Time Deputy Homeland Security And Emergency Management Director**

Federal and Kentucky Occupational Safety and Health administration has recognized first responder positions under 29 CFR 1910.120. This standard mandates certain training and physical examination requirements. This position must meet these training and physical requirements.

Coordinates the operation and activities of the County Emergency Management office with other Federal, State and local agencies, utility companies, rescue squads, and the like.

Implements the Kenton County Emergency Operations Plan. Works closely with local fire, rescue, emergency medical service agencies, local law enforcement agencies, and other countywide organizations.

Coordinates all emergency training disaster response planning, warning, and radiological defense activities.

Assist as liaison among emergency response groups and elected and appointed officials; assists city officials during disasters and in developing emergency services plans.

Prepares reports for the State Emergency Management Office as may be required.

Coordinates the activities of response agencies during a disaster; develops emergency response and contingency plans for Public service entities and other related organizations such as Red Cross.

Develops and provides training for public and parochial school and community and civic groups in the correct emergency procedures.

Performs related duties as required.

### **DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES**

Demonstrated leadership ability; willingness to make timely and appropriate decisions; willingness to accept the responsibility for successes and failures; ability to delegate authority and still control the operation; ability to work with others.

Ability to supervise people effectively and productively; ability to deal fairly with subordinates, peers and superiors.

Outward going personality; ability to deal with diverse individuals and groups effectively; ability to establish and maintain rapport with peers, subordinates and superiors.

## **Part-Time Deputy Homeland Security And Emergency Management Director**

Good verbal skills; ability to communicate effectively with individuals and both small and large groups of people; ability to provide clear, easily understood directions.

Ability to write effectively; prepare clear and concise reports which accurately portrays the subject matter.

Ability to read and comprehend written reports, training materials, etc. and to communicate this information to others; ability to train people that may have varying degrees of education and previous training.

Good skills with numbers; ability to handle and analyze data and accurately present budgets, results, statistics, etc.

Good knowledge of the management skills required to plan, organize and coordinate activities of the various safety and regulatory groups and committees.

Good working knowledge of County ordinances, and State and Federal laws and regulations relating to hazardous materials and how they relate to the health, safety and welfare of the public.

Considerable knowledge of emergency services operations and emergency/disaster training methods and techniques; knowledge of operating procedures for warning and radiological defense systems.

Basic computer skills; ability to access programs on a PC and to perform word processing and spread sheets with some degree of proficiency.

Ability to work effectively on a daily basis with general to limited supervision.

### **DESIRABLE TRAINING AND EXPERIENCE**

Graduate of a standard high school or the equivalency, supplemented by some college and five (5) years responsible experience in disaster and emergency services preparedness; or any combination of training and experience which provides the desired knowledge, skills, and abilities.

### **NECESSARY SPECIAL REQUIREMENTS**

Possession of a motor vehicle operator's license.

Assist with On-Call. On call one day or evening per week.

**Part-Time Deputy Homeland Security And Emergency Management Director**

**PHYSICAL REQUIREMENTS**

Must be able to lift forty (40) pounds or more to a height of four (4) feet or more.

Must be able to sit for extended periods of time.

Eye sight must be correctable to 20/20 vision.

Hearing must be within normal acceptable range of 20-25 with or without a hearing aid.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with Disabilities to perform the essential functions.

\*\*\*\*\*

**The above Job Description is intended to describe the general content of, and the requirements for, the performance of this job, including the essential functions. The description is not to be construed as an exhaustive, all inclusive statement of job duties, requirements, or responsibilities.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date