



JOB DESCRIPTION

JOB TITLE: Operations & Training Officer

DEPARTMENT: Potter County Department of Emergency Services

SUPERVISOR'S TITLE: Emergency Management Coordinator

JOB CLASS: Appointed Position

OPERATIONS & TRAINING OFFICER

GENERAL DESCRIPTION

The Operations & Training Officer is responsible for developing, coordinating, and reviewing training programs for Emergency Management activities & response plans at the County and municipal levels of government. Participate in all directed NCTF and regional training activities.

ESSENTIAL REQUIREMENTS, DUTIES AND RESPONSIBILITIES

An Operations & Training Officer prepares the required local, state, and federal reports. May be periodically called upon to be on-call and provide incident responses and perform other job-related duties as assigned or required in accordance with Title 35, Act 165, and Act 227-2002.

THE PRIMARY DUTIES OF THIS POSITION ARE TO PERFORM AND/OR ASSIST IN THE FOLLOWING:

- Coordinate and schedule all training conducted at the Potter County Emergency Services facility and various locations for first responder and county staff training provided by Potter County DES.
- Recruit, maintain, and provide professional in-service training to local Municipal Emergency Management Coordinators for all of the County's municipalities.
- Recruit, plan, coordinate, and supervise training programs for County Emergency Operations Center staff, industry and Local Emergency Planning Committee members, local coordinators and public officials, and emergency management volunteers.
- Provide individual and organizational training programs on a wide-scale basis to ensure prompt, efficient, and effective disaster response (Organizational training includes fire companies, ambulance services, fire and auxiliary police, hospital staff, public works, law enforcement, radiological monitors, etc.).
- Coordinate training activities with PEMA, Potter County EMS Council, Red Cross, North Central Task Force; Regional Colleges; State Fire Academy and DOH.
- Establish, track and project budgetary requirements to operate the Emergency Services facility.
- Coordinate training and administration for the Citizen Corps and County Animal Response Team (CART) programs.
- Collect from all fire companies within the county, verify, analyze, and transmit fire incident data to the State via PENNFIRS.
- Serve on the Potter County EOC as the Deputy/Alternate EMC.
- Perform duties as a Deputy Emergency Management Coordinator (EMC) in the absence of the County Certified EMC.



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GENERAL RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED, TO PERFORM AND/OR ASSIST IN THE FOLLOWING:

- Maintain a training profile on all Emergency Management related personnel.
- Maintain liaison with the training staff of the Pennsylvania Emergency management Agency (PEMA);
- Prepare public information programs to be displayed or presented to groups, organizations, and schools.
- Develop, coordinate, conduct, review and evaluate exercises (drills, tabletop, functional, full-scale, etc.) throughout the county and mutual aid counties.
- Assist the EMC with Inspecting inventory, organize, prepare, and coordinate all available manpower, materials, supplies, equipment, facilities, and services necessary for disaster preparedness, response, and recovery.
- Assist in the development, review and coordination of all plans maintained within the EMA office. Plans include, but are not limited to, the County Hazard Mitigation Plan, County Emergency Operations Plan, school plans, daycare center plans, personal care home plans, prison plans, airport plans, off-site response plans, hazard specific plans, and contingency plans.
- Performs duties as a Deputy Emergency Management Coordinator (EMC) in the absence of the County Certified EMC
- Respond to emergency incidents within the county as directed by the Emergency Management Coordinator.
- Develops and maintains photo ID's for First Responders and county staff as needed.

QUALIFICATION REQUIREMENTS

KNOWLEDGE AND ABILITIES:

- Possess thorough knowledge of the principles, methods, and practices of Emergency Management.
- Possess excellent knowledge of County geography.
- Knowledge of instructional principles and methods including the preparation and use of computer, visual, and other teaching aids.
- Technical knowledge of operating personal computer and other office equipment.
- Ability to work with public officials, first responders, and the general public.
- Maintain confidentiality regarding client information and records.
- Ability to function independently, have flexibility and personal integrity.

EXPERIENCE AND TRAINING:

- Must have a bachelor's degree in emergency management planning or related field.
- OR have a minimum of six (6) years command staff level experience in an Emergency Services/Responder organization.
- Must successfully complete and maintain the Deputy Coordinator basic and advanced requirements and timelines of PEMA Directive D2022-02 as currently prescribed or amended as a condition of continued employment.
- Ability to develop budgets and to coordinate expenditures and perform accounting functions.
- Effective time management, organizational and problem-solving skills.
- Effective interpersonal and conflict resolution skills.
- Effective oral and written communication skills.



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PHYSICAL REQUIREMENTS:

- Ability to lift light storage boxes (20 lbs.).
- Ability to work under and meet deadlines.
- Ability to pay close attention to details and concentrate on work.
- Maintain emotional stability during stressful situations.
- Ability to sit for extended periods of time.
- Ability to frequently stand and walk.
- Normal manual dexterity and hand-eye coordination.
- Corrected hearing and vision to normal range.
- Verbal communication.

ADDITIONAL REQUIREMENTS:

- Possession of a valid Pennsylvania driver's license.
- Willingness to attend trainings related to job position.

WORKING CONDITIONS

- Work indoors with adequate workspace, lighting, ventilation and temperatures.
- Work indoors with average exposure to noise. Moderate stress and disruptions indoors; however, in times of emergency, conditions can be indoors or outdoors and usually highly stressful.
- Employee can be exposed to various fumes, odors, toxic conditions or other elements.
- Normal indoor exposure to dirt/dust.
- High potential for exposure to hazardous materials.
- High potential to have to make resource allocation decisions which affect life/death situations.
- Occasionally exposed to highly traumatic situations and events.
- Regularly works beyond normal work hours and works on-call.
- Travels frequently during all seasons and is exposed to outdoor elements including snow and icy roadways.

HOURS: Monday – Friday 8:30am – 4:30pm with 1 hour for lunch
35-hour work week; Overtime as needed and approved by direct supervisor.

PAY RATE AND BENEFITS: Salary based on qualifications and determined by the Potter County Board of Commissioners. Benefits package available.



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SIGNATURE PAGE

Approved by Potter County Commissioners

Nancy J. Grupp
 Nancy J. Grupp, Chair

10/30/23
 Date

Paul W. Heimel
 Paul W. Heimel, Commissioner

10/30/2023
 Date

Barry Hayman
 Barry Hayman, Commissioner

10/30/23
 Date

Attest:

Jessica M. Giebel
 Jessica Giebel, Chief Clerk

10-30-2023
 Date