



**CUSTER COUNTY**  
**HUMAN RESOURCE OFFICE**  
**420 Mt. Rushmore Road**  
**Custer, South Dakota 57730**

Emergency Management

Custer County is looking to fill a full time position with benefits an Emergency Manager

This position is responsible for organizing and managing resources and responsibilities to deal with all humanitarian aspects of emergencies. Major Job Duties Coordinates implementation of comprehensive plans, procedures and systems to ensure an efficient and effective hazardous materials preparedness and response to major emergencies and disasters and disasters throughout the county. Coordinates, implements, and directs county-side contingency preparedness training and exercise that rehearse response and recovery from a wide variety of emergencies. Assists with the writing of plans and procedures for emergency operations and disasters in Liberty County. Coordinates, manages and evaluates countywide plans for transportation, shelter, evacuation and re-entry from a wide variety of emergencies. Coordinates logistics with a variety of entities regarding plans, develops and maintains written procedures and protocols. Works with other municipal and county governments to build a strong emergency management program throughout jurisdiction and region. Assists in ensuring the EOC facilities, monitoring of weather bulletins, develop and send out hazardous weather warnings as needed. Responsible for training, development, supervision, support and deployment of Community Emergency Response Team Volunteers. Prepares and submits annual Grant Applications, financial solutions and preparation of the yearly budget. Performs general office support duties such as answering the telephone, maintaining filing system.

South Dakota Certification in Emergency Management/ or the ability to obtain certification within 2 years. – Associates degree preferred – Three years of related experience preferred

Position description and application are available at [custercountysd.com/jobs](http://custercountysd.com/jobs) or contacting Tim Holland, Custer County Human Resource Director, 420 Mt. Rushmore Rd., Custer, SD 57730; 605-673-8134 . Applicants must fill out a Custer County application. Custer County is an equal opportunity employer. Position will be open until filled.

## Job Description

**Job Title:** Emergency Management Director for Custer County, SD

**Department:** Emergency Management

**Reports to:** County Commission

**Approved Date:** TBD

**Summary:** This position coordinates and administers planning, training, and exercising the emergency preparedness, response, recovery and mitigation programs for all disasters in Custer County, South Dakota. The position requires a high degree of continuous communication with all levels of emergency management personnel, especially the Custer County Commission.

## Job Duties

- Ensures the preparation and timely updating of county disaster plans and policies.
- Develops and maintains local emergency plans outlining governmental response to the spectrum of emergencies, consistent with State of South Dakota plan and policy. Assists other Custer County agencies in their plan preparation.
- Develop and maintain a hazardous materials plan.
- Responsible for operations of the Local Emergency Planning Committee (LEPC).
- Ensures all appropriate county personnel are trained and credentialed in the National Incident Management System (NIMS) and the Incident Command System (ICS).
- Provides directly or coordinates relevant training (including exercises) for county emergency responders.
- Develops and maintains county-wide warning systems.
- Prepares office budget and applies for financial assistance relative to administration, emergency operations and warning systems.
- Assists designated First Responders as needed in filing grant applications.
- Communicates and shares information with appropriate County, State and Federal agencies on a continuing basis.
- Serves as the county's primary point of contact for emergency management matters.
- Supports First Responders and subsequent incident management teams, as directed by the County Commission.

- As directed by the Incident Commander or the County Commission, provides information to the general public and the media on emergency preparedness, response, recovery and mitigation matters.
- Reports monthly (at least) to the County Commission on all current emergency management activities.
- Develop and maintain positive and professional working relationships with county employees, volunteer groups, other agencies and the public.
- Performs other duties as may be directed by the Custer County Commission.

### **Minimum Qualifications**

- Physical ability/stamina to ambulate in steep or uneven terrain.
- Valid driver's license and high school diploma or GED.
- An aptitude or demonstrated ability to work as a team member.
- Ability to use general office equipment and computers.
- Ability to communicate effectively and tactfully in writing and orally; job includes public speaking.
- Work experience directly reflecting the above minimum qualifications.
- Custer County resident or willing to relocate to Custer County.
- Successful background check.
- The person hired will be required to successfully complete a series of Incident Command System course work, including IS-100, IS-200, ICS-300, IS-700, IS-800, and EM-101 within 12 months of hire. Successful completion of Federal Emergency Management Agency (FEMA) Professional Development Series (PDS) of the National Emergency Management Basic Academy within 24 months of hire is required for this position.

### **Desirable Qualifications**

- Extensive experience in participation in or training of the Incident Command System. Evidence would be several credentials in NIMS.
- Associate's degree or higher.
- Directly applicable experience in emergency management planning, preparedness, response or recovery. The more diverse experience in emergencies (e.g., fire, hazmat, floods, search and rescue, civil unrest, earthquakes), the better.
- Extensive experience in report or grant writing or budgeting for public or non-profit entities.
- Significant experience in successfully supervising people.
- Thorough knowledge of Custer County and environs.

**Disclaimer:**

*This job description is intended to describe the general duties of the position and is not a comprehensive list. Employees are required to complete other duties as and when assigned.*

Print Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_