

# City of Rapid City

## Job Description

<b>Job Title</b>	RC/PC Emergency Manager		
<b>Job Code:</b>	RPEM	<b>Job Family:</b>	
<b>Pay Grade:</b>	NU24	<b>Date Revised:</b>	2/21/2022
<b>FLSA Status:</b>	Non-Exempt		

**General Summary:** This position is responsible for developing and administering the emergency and disaster program for the City of Rapid City and Pennington County.

**Essential Duties and Responsibilities:**

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

- Formulates, develops, and implements emergency management policy, procedures, protocols, and strategic planning in conjunction with the Sheriff, Police Chief, and Fire Chief.
- Develops, maintains, and disseminates the Emergency Operations plan, Pre-disaster Mitigation Plan, and Comprehensive Hazardous Materials Response Plan, annexes, and appendices.
- Responsible for equipping, maintaining, activating, and supervising the Emergency Operations Center in support of emergency/disaster operations including oversight of the Joint Information Center responsible for news releases and media interviews concerning emergency/disaster operations within Pennington County.
- Coordinates and facilitates activities of those departments and agencies responsible for carrying out emergency and disaster service operations in an emergency/disaster (fire, law enforcement, EMS, communications, public works, health and human services, etc.).
- Drafts, administers, and executes mutual aid agreements with local and interstate agencies involved in emergency and disaster response as provided for in SDCL 34-48A-45 and SDCL 34-48A-46.
- Administers and manages the Critical Infrastructure Vulnerability Assessment program for OEM/HLS Region 4
- Prepares, manages, and administers detailed budgets for the Emergency Management Office, West River Critical Infrastructure Vulnerability Assessment Team, and the Local Emergency Planning Committee.
- Plans, prepares, coordinates, and executes emergency/disaster exercises for the general public and emergency operations personnel in accordance with the Department of Homeland Security’s Exercise and Evaluation Program.
- Manages staff: interviewing, firing, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Qualifications:**

**Education and/or Experience:**

Bachelor's degree from four-year college or university and five years related experience in emergency/disaster preparedness to include supervisory experience.

**Certificates, Licenses, Registrations:**

Must possess a valid South Dakota driver's license or ability to obtain within 30 days from date of hire. Emergency Medical Technician-Basic (EMT-B) certificate is required.

**Working Conditions:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The employee is frequently exposed to wet and/or humid conditions and outside weather conditions. The employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; extreme cold; extreme heat; risk of electrical shock; risk of radiation and vibration. The noise level in the work environment is usually moderate.

**Physical Demands:**

*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 employee is frequently required to stand; sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. Employees must be able to perform these duties while wearing a self-contained breathing apparatus (SCBA) and all personal protective equipment (PPE) commensurate with the environment (structural fire, wildland fire, hazmat, water, etc.)