



KINGFISHER COUNTY COMMISSIONERS

Jeff Moss, District 1
Mike Sparks, District 2
Anthony Schwarz District 3

Phone: (405) 375-3808
Fax: (405) 375-2366

Kingfisher County Courthouse
101 S. Main, Room #9
Kingfisher, OK 73750

Title: Emergency Management Director (This is considered a safety sensitive position)

Pay Type: Full Time - 40-hour work week Monday – Friday

Schedule can be negotiated and flexible, but is subject to 24 hour on-call work schedule during emergency response periods.

Pay Rate: \$45k – 60k annually, depending upon qualifications and experience

Application deadline: Until Filled

Summary: This is a full-time position 40 hours a week as the Emergency Management Director

Focus: The Emergency Management Director has the primary responsibility to develop and maintain a comprehensive Emergency Management program. This position coordinates the day-to-day Emergency Management activities for Kingfisher County to include preparing for, coordination during, and recovering from and mitigating disasters in all forms. Responsibilities include the maintenance and implementation of the Emergency Operation Plans, coordination with other city departments, public/private entities and contact with the general public relating to Emergency Management. This position is responsible for professional public contact including the gathering and dissemination of information, potentially during adverse or emergency situations. Work for this position is performed under the general supervision of the Kingfisher County BOCC, and does not have day to day supervisory responsibilities.

Position Duties (To include but not limited to):

- Direct the Office of Emergency Management with development, continuous maintenance, and implementation of comprehensive enterprise continuity plans, ensuring that the enterprise is resilient, can conduct safe operations, and expedite recovery related to significant man-made or natural incidents.
- This is considered a safety sensitive position and is subject to randomized drug screenings.
- Ensure integration of the Incident Command System (ICS) and National Incident Management Systems (NIMS) principles into enterprise continuity planning.
- Liaison with departments to ensure integration of continuity plans into the Comprehensive Emergency Management Plan.
- Management, development, and organization of the Comprehensive Emergency Management Plan.
- Participate in threat analysis to assess and identify threats to normal business, academic, and research operations in order to analyze and mitigate risk to the institution. Conduct initial and periodic evaluations of jurisdiction preparedness related to potential natural, technological, or man-made threats.



KINGFISHER COUNTY COMMISSIONERS

Jeff Moss, District 1
Mike Sparks, District 2
Anthony Schwarz District 3

Phone: (405) 375-3808
Fax: (405) 375-2366

Kingfisher County Courthouse
101 S. Main, Room #9
Kingfisher, OK 73750

- The development of policies, procedures, and programs related to emergency preparedness, emergency communications, and general life safety.
- Participate in the emergency response and disaster recovery efforts with local, state, VOAD and federal authorities and provide instructional or logistical support as needed to emergency responders.
- Generate and analyze data and produce reports/briefings relevant to continuity planning. Track and organize data and reports for quick reference.
- Research and apply for grant opportunities related to Emergency Management.
- Maintain proficiency in utilization and manage all aspects of WEB-EOC. Ensure system functionality, necessary updates and required training are achieved through routine communication with the state.
- Develop metrics and evaluation tools to measure and periodically report on effectiveness of continuity plans.
- Responsible for account management, system functionality, support, troubleshooting, and training approved personnel in business continuity software operations.
- Serve in a response function to the Emergency Operations Center (EOC), during emergencies and special events overseeing activation and implementation of appropriate continuity plans.
- Assist in planning, design, and implementation of disaster preparedness and emergency management training and drills. This shall include but not be limited to table-top, functional, and full-scale exercises designed to test emergency response and continuity plans.
- Support training, internships, and outreach programs including those in collaboration with other departments or local, state, and federal agencies.
- Activate the EOC and emergency mass notification systems as needed.
- Serve in the appropriate Incident Command System role during Emergency Operations Center (EOC), activations.
- Deploy to emergencies and special events as needed.
- Other duties or projects as assigned as appropriate to rank and departmental mission.
- Assist office clients in person, electronically or by phone.
- General duties to run and maintain an office environment.
- Assist agencies that we serve i.e. Fire Departments, Law Enforcements, Municipalities and County Government as needed.
- Assist other Emergency Management agencies via mutual aid or when asked by a neighboring community.
- Handle inquiries or complaints in an expeditious, courteous and professional manner.
- Route inquiries to the appropriate officials when needed.
- Participate in local Emergency Management meetings, within the city, County, Region, State as needed or required.



KINGFISHER COUNTY COMMISSIONERS

Jeff Moss, District 1
Mike Sparks, District 2
Anthony Schwarz District 3

Phone: (405) 375-3808
Fax: (405) 375-2366

Kingfisher County Courthouse
101 S. Main, Room #9
Kingfisher, OK 73750

- Attend approved professional development opportunities that are related to Emergency Management.
- Stay current with emergency management best practices, certifications, and professional standards.

Required/Preferred Education, Knowledge, Skills and Abilities

- High School, or Higher Education
- Well-developed writing, public speaking, problem solving and decision – making skills
- Research and Planning and Budgeting skills
- Have working knowledge and the ability to use Microsoft 360 i.e. Word, Excel, and Outlook proficiently
- Drivers Licenses **(Required)**
- Previous experience with some type of Emergency Management, Fire Department and/or Law Enforcement
- Experience operating emergency management software, GIS tools, and communication platforms (WEB-EOC)
- Must receive a passing certificate from FEMA ICS classes required i.e. ICS 100, ICS 200, ICS 700, ICS 800, ICS 300, ICS 400, IS 120, IS 230, IS 235, IS 240b, IS 241b, IS 242b, IS 244b and any other requirements that may not be know of at this time but required by FEMA or State.
- “OK-First” Certification or ability to obtain such certification within one year of employment. **(Required)**
- Certified as an Emergency Manager or ability to obtain such certification.
- Must have OSUFST Oklahoma Emergency Vehicle Drivers Training within the first 6 months. **(Required)**
- Knowledge in principles and practices of emergency management, including preparedness, response, recovery, mitigation and Hazard identification, risk assessment, and mitigation planning processes.
- Knowledge in Federal, state, and local emergency management laws, regulations, and guidelines (e.g., Stafford Act, NIMS, ICS).
- Knowledge in Incident command systems and emergency operations center functions, public safety, emergency services, and interagency coordination practices.
- Must be able to communicate clearly and effectively, both orally and in writing, with diverse audiences and work collaboratively with multiple departments, agencies, and community partners.

Working Environment:

- Work is typically performed in an office setting with frequent use of computers, phones, and standard office equipment and require participation in meetings, training sessions, community outreach events, and interagency coordination activities



KINGFISHER COUNTY COMMISSIONERS

Jeff Moss, District 1
Mike Sparks, District 2
Anthony Schwarz District 3

Phone: (405) 375-3808
Fax: (405) 375-2366

Kingfisher County Courthouse
101 S. Main, Room #9
Kingfisher, OK 73750

- Work may involve extended hours, evenings, weekends, and holidays, possible 12 hour plus shifts especially during emergencies or disaster response operations
- During incidents, work may be performed in an Emergency Operations Center (EOC), field command post, or disaster site under stressful and rapidly changing conditions
- Field assignments may include working outdoors after a tornado or other disaster, in environments with debris, unstable structures, damaged infrastructure, and limited utilities
- Travel may be required within the jurisdiction and occasionally to regional, state, or federal meetings, training, or disaster recovery sites
- Be able to respond to Emergency Operations Center within 30 minutes from notification.
- Some training may require overnight stays.

Physical Requirements:

- Ability to remain in a stationary position for extended periods while working at a desk or in meetings
- Ability to move about the office, EOC, and field locations, including walking, standing, bending, and reaching
- Ability to lift, carry, and move materials and equipment weighing up to 25–50 pounds as needed during training, exercises, or field operations
- Ability to work long hours in high-stress environments with limited breaks during emergency activations
- Ability to perform duties in outdoor field conditions following disasters such as tornadoes, including exposure to inclement weather, uneven terrain, and hazardous debris
- Pre-Employment Drug Screening required

Benefits:

- Dental Insurance
- Vision Insurance
- Health Insurance (covered 100% for employee)
- Life Insurance
- Paid Time Off
- Paid Sick Leave
- Retirement Plan

Job Location:

- 1001 Victory Road, Kingfisher, Oklahoma 73750
- Kingfisher County, OK

To apply for the above opportunity with Kingfisher County, please send your resume to kgfcoclerk@pdi.net or you can pick up an application at 101 S Main St, Kingfisher, OK 73750 at the



KINGFISHER COUNTY COMMISSIONERS

Jeff Moss, District 1
Mike Sparks, District 2
Anthony Schwarz District 3

Phone: (405) 375-3808
Fax: (405) 375-2366

Kingfisher County Courthouse
101 S. Main, Room #9
Kingfisher, OK 73750

Kingfisher County Clerk's Office or on line at <https://kingfisher.okcounties.org/> under the Job Postings tab.