

Title: Emergency Management /911 Assistant

Pay Type: Full Time

Pay Rate: \$18.00hr

Application deadline: Until Filled

**Summary:** This is a full-time position 40 hours a week whose essential function is to assist the Director to Emergency Management / 911.

**Focus:** To support and assist the Emergency Management / 911 Director with creating a more sustainable and resilient community that is able to Prepare, Respond, Recover and Mitigate all hazards that may pose a threat to life and/or property

**Position Duties:**

- Support the Office of Emergency Management / 911 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.
- Ensure integration of the Incident Command System (ICS) and National Incident Management Systems (NIMS) principles into enterprise continuity planning.
- Collaborate with the Director of Emergency Management / 911 and department liaisons to ensure integration of continuity plans into the Comprehensive Emergency Management Plan and E911 Standard Operating Plan.
- Assist in the 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.
- Meet regularly with the Director of Emergency Management 911 to review the Comprehensive Emergency Management Plan and other plans within Emergency Management and 911 to discuss recommendations and opportunities to enhance safety and continuity of operations.
- Assist the Director of Emergency Management/911 in 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.
- Generate and analyze data and produce reports/briefings relevant to continuity planning. Track and organize data and reports for quick reference.
- Research grant opportunities related to Emergency Management and 911.

- 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.
- Provide instructional or logistical support as needed to emergency responders.
- 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 / 911 agencies via mutual aid or when asked by a neighboring community.
- Handle inquires or complaints in an expeditious, courteous and professional manner.
- Route inquires to the appropriate officials when needed.
- Assist with writing and securing grants for Emergency Management and 911.
- Assist with maintaining the current and future awarded grants.
- Participates in local Emergency Management / 911 meetings, within the City, County, Region, State as needed or required.
- Attends approved professional development opportunities that are approved by Emergency Management and 911.
- 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 within twelve months from employment.
- Be able to work 12 hours plus shifts in time of disaster.
- Be able to respond to Emergency Operations Center within 30 minutes from notification.
- Attend training that will require overnight stay that may last up to 10 days.
- Be available in the time of need, we are first responders and we are required to work days, nights, and holidays if needed by the response type.

- Be available to support the 911 center 24 hours a day 365 days a year.

**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, 911 Dispatching, Fire Department and/or Law Enforcement
- WEB-EOC experience
- ARIC- GIS experience

**Benefits:**

- Dental Insurance
- Vision Insurance
- Health Insurance
- 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 Emergency Management/911, please sent your resume to [kfcoem@gmail.com](mailto:kfcoem@gmail.com) or you can pick up an application at 1001 Victory Road, Kingfisher, OK 73750 at the Kingfisher Justice Center. To schedule an appointment please call 405-375-2794.