



# WHAT DOES THE EMERGENCY MANAGEMENT DIRECTOR DO?

- Plans, organizes, and directs the operations of the county Emergency Management (EM) program with local government, civic, business, and other interested groups.
- Supervises all subordinate personnel assigned to the program.
- Promotes interest in and cooperation with the EM program by conducting speaking engagements designed to enhance public awareness and participation.
- Advises and assists business firms in establishing industrial emergency plans, continuity plans, and plans designed to promote resiliency post-disaster.
- Promotes community involvement in preparedness activities through training, planning, and public education.
- Oversees the Emergency Operations Center (EOC) during activation and advises the Chief Executives of decisions that reflect the best welfare of the citizens.
- Facilitates hazard mitigation planning, preparedness planning, response planning, and recovery planning that ensures the safety of the citizens.
- Works to ensure continuity of local government through testing and exercising of the emergency operations plans.
- Takes responsibility for the preparation and correctness of all forms; official local/state/federal documentation; mutual aid or cooperative assistance agreements; and reports filed through the agency.
- Manages the accounting of all agency expenditures and incomes.
- Actively participates in all phases of major program areas - mitigation, preparedness, response, and recovery; before, during, and after a disaster; including planning for communications support for all major program areas.
- Coordinates the administrative requirements of various Homeland Security grants and programs, as well as state and local grants and programs.
- Conducts grant writing required to ensure technical and financial assistance in all areas.
- **AND MORE!!!**