Jefferson County Position Description

Name:	**Department:** Emergency Management
Position Title: Emergency Management Director	**Pay Grade:** 13 **FLSA:** Exempt
Date: November 2026	**Reports To:** County Administrator

Purpose of Position

Appointed by and reporting to the County Administrator, the Emergency Management Director is responsible for leading and coordinating emergencies in the Prevention, Mitigation, Preparedness, Response, and Recovery efforts within Jefferson County, Wisconsin. This position plays a critical role in ensuring life safety, incident stabilization, property conservation and the well-being of our communities during times of crisis and disasters.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Oversees, develops, updates, and implements disaster emergency plans, including coordination with state plans and programs. Revises and updates the Comprehensive Emergency Response Plan (CEMP), Emergency Support Functions (ESFs), and Recovery Support Functions (RSFs). As needed, prepares and updates County-wide Hazard Analysis, Municipal and other various emergency operations plans necessary for a prepared response and recovery of an emergency or disaster, County-wide Strategic Plan, and Continuity of Operations/Continuity of Government plans.
- Develops, updates, and implements the Jefferson County All-Natural Hazard Mitigation Plan. Coordinates and administers Emergency Management mitigation projects for Jefferson County.
- Completes and submits the Emergency Planning and Community Right to Know Act (EPCRA), Emergency Management Performance Grant (EMPG), Computer and Hazmat Equipment Grant, and Homeland Security (HS) grants. Reviews and processes billings under §323.71 of the Wisconsin Statutes for expenses incurred by emergency agencies in response to a hazardous material incident.
- Collaborates with relevant committees of the County Board on policy recommendations.
- Reviews the updates of EPCRA county-wide and facility off-site hazardous materials inventory and spill mitigation plans.
- As the director of the department, holds responsibility for overseeing the emergency management department, including supervising department staff; develops and administers the Emergency Management departmental budget and long-range planning; attends Department Head meetings; and provides the annual department report to the County Board.
- Provides leadership and guidance to Emergency Management team and first-responders; provides guidance on emergency management training needs.
- Develops, coordinates, and participates in Department-sponsored training programs and exercises for emergency response personnel, Off-Site Hazardous Materials Industries, Municipalities, and Schools as needed. Provides After Action Report (AAR), improvement matrix for exercises, incident responses, and training activities.
- Maintains knowledge of current EM, EPCRA, and HS disaster planning and response rules and regulations. Attends training and conferences regarding Emergency Management.
- Facilitates communication between response agencies. Attends response agencies association meetings (Sheriff & Police Chiefs, Fire Chiefs and EMS, Health Consortium, and Hospital Consortium).

- Provides information regarding Emergency Management to County Officials, municipalities, the public, and the news media. Attends municipality council or town meetings when required.
- Coordinates response and recovery activities before, during, and after disasters. Compiles and coordinates disaster related expenses with County Departments and municipalities for reimbursement and grant assistance. On-call for emergencies/disasters outside of normal office hours and weekends.
- Attends and participates in necessary committees/meetings and attends required SE Region Wisconsin Emergency Management meetings.
- If requested by the County Administrator, supports the county's limited involvement in Emergency Medical Services.
- Demonstrates dependable attendance.
- Performs other duties as assigned or may develop.
- Complies with County HIPAA Policies and Procedures, if applicable.
- Adheres to and promotes safety as a priority in the workplace.

Minimum Training and Experience Required to Perform Essential Job Functions
Five to six years related experience and or training OR a bachelor's degree and two years of experience OR an equivalent combination of education and experience.

Other Requirements- Certificates/Licensure
Valid Wisconsin motor vehicle operator's license.
A clean criminal background check and security clearance.
Wisconsin Certified Emergency Manager or in the process of obtaining the Certification preferred.

Knowledge, Skills, Abilities
- Proficiency in Microsoft Office.
- Strong leadership and supervisory skills.
- Ability to make critical-thinking decisions during high stress situations.
- Excellent written and verbal communication skills.
- Ability to read, analyze and interpret government regulations.
- Ability to effectively write reports and present information for management, staff, and public.
- Strong organizational skills to manage multiple priorities.
- Ability to adapt to evolving situations and adjust strategies.
- Expertise in identifying potential hazards, assessing risks, and implementing strategies to reduce the impact of emergencies.
- Ability to build and maintain positive relationships with internal and external partners, including government agencies, community organizations, and the public.
- Familiarity with various emergency management software, and communication tools
- Ability to maintain composure and demonstrate leadership in high-stress environments, especially during disaster response and recovery operations.
- Ability to respond to emergency/disasters at unpredictable times, often outside normal office hours.
- Proficiency in crisis communication and stakeholder engagement

Supervision
- Hire, train, supervise and conduct performance reviews.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is regularly required to: use a computer while sitting or standing, to walk/navigate in uneven terrain/flooding following an emergency; to use hand to finger, hands or feel; to see both close and distance; to identify and distinguish colors and depth; to lift 10-pounds; to communicate verbally and written with a variety of individuals. Position is sometimes required to stoop, kneel, crouch, and crawl; to lift 25 pounds; and to climb and balance on a limited basis.

Work Environment

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

While performing the duties of this position, the employee is not regularly exposed to adverse conditions, but is required to do so during times of emergency/disaster. The noise level in the work environment is usually moderate. The work environment for an Emergency Management Director typically involves a combination of office settings and field locations, reflecting the diverse nature of their responsibilities, and can involve exposure to the elements and disaster-affected areas. Position is subject to high-stress situations; may be required to work evenings, weekends, and holidays, and be on call 24/7 during major emergencies; and involves travel within the region, state, or country to coordinate with other agencies, attend conferences, or respond to emergencies.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below; I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee	Date
_____	_____
Supervisor	Date
_____	_____
Human Resources	Date
_____	_____