



GEAUGA COUNTY BOARD OF COMMISSIONERS

Carolyn Brakey, Esq. James W. Dvorak Ralph Spidalieri

12611 Ravenwood Drive, Suite 350 • Chardon, Ohio 44024

JOB OPPORTUNITY #1701 ***Post on July 3, 2025 until filled***

Position: Director, Department of Emergency Services
Department: Department of Emergency Services
Pay Grade: E15 (Unclassified; Executive Wage Plan; Exempt from Overtime)

Definition: Under general direction from the County Administrator, is responsible for directing and managing the operations of the emergency services program; Plan and organize departmental goals and objectives; Directs budgeting and financial planning; Performs related functions as required.

Typical Examples of Duties & Percentage of Time:

- 30-40% Plans and develops overall county emergency services program; Performs threat analysis; Formulates operational plans for emergency operations for continuance of local government; Directs property management program; Responds to emergency situations and performs damage assessments after disasters.
- 25-35% Manages, supervises, directs, trains, and evaluates personnel; Formulates and recommends department policy; Sets work standards; Directs and evaluates the work of employees; Determines priorities and distributes workload; Recommends employment status of employees; Recommends staff improvement programs; Evaluates performance and recommends outcomes.
- 10-20% Consults and advises Board of County Commissioners in emergency services matters; Establishes and maintains emergency operations center and warning system; Promotes and maintains emergency services training program; Implements and directs community shelter program.
- 10-20% Directs budgeting and financial planning of the department; Develops, prepares and manages annual operational and capital improvement budgets; Develops departmental budget, organizational structure and staffing patterns; Monitors and approves expenditures.
- 10-20% Acts as liaison with local, state and federal authorities and agencies; Provides information regarding emergency services; Manages federal financial assistance program within county; Conducts lectures for public groups and other organizations; Performs related duties as required.

Knowledge, Skills and Abilities:

Knowledge of (1) management principles and techniques involved in directing an emergency response facility; (2) personnel administration methods and techniques; (3) fiscal management techniques; (4) budget, purchasing contract and state and federal grant application procedures; (5) departmental rules and regulations* (6) federal, state and local regulations.

Skill in the (7) budget preparation and fiscal management, (8) use of personal computers and related software applications, (9) use of modern computer equipment, (10) employee development and performance management,

Ability to (11) deal with large number of variables and determine/recommend specific course of action; (12) evaluate situations and make objective decisions; (13) organize and coordinate programs; (14) maintain and prepare a variety of records and reports; (15) communicate with others both orally and in writing; (16) deal effectively with public officials, employees, co-workers and the general public; (17) handle sensitive and routine inquiries; (18) plan, direct and oversee the activities of a major operation; (19) enforce rules and regulations with fairness and impartiality.

**Developed after employment*

Suggested Training and Experience Requirements:

Associate's degree in emergency management or related field with a minimum 5 years of related experience and six months in supervisory or administrative capacity; Or any combination of education and experience that provides the requisite knowledge, skills, and abilities for this job.

Additional Requirements:

Must pass (test negative) pre-employment drug test.

Maintains availability on call to respond to emergency situations.

Must possess valid Ohio Drivers license and maintain acceptable driving record.

May drive personal vehicle for county business.

May work flexible schedule, including evenings and weekends, based on needs of agency.

Require vision (which may be corrected) to read small print.

Requires the ability to work under conditions where exposure to environmental factors poses a limited risk of minor injury or illness.

May be required to attend periodic evening meetings and/or to travel within and out of county boundaries to attend meetings.

Is subject to inside and outside environmental conditions

Submit a resume and Application to the Geauga County Commissioners,
Attn: HR Administrator#1701, 12611 Ravenwood Dr. Suite #350, Chardon, OH 44024
or e-mail to boccjobs@Gauga.oh.gov Details and application form at:
<https://bocc.geauga.oh.gov/public-notifications/job-opportunities>