



Emergency Management Agency (EMA) Manager

Department: Department of Public Safety

Revised: August 21, 2023

DESCRIPTION

Employee is responsible for full performance of all programs within the Lycoming County Emergency Management Agency, as outlined by contract with the Pennsylvania Emergency Management Agency and specified through the annual work plan with the Lycoming County Commissioners. Responsible for meeting all SARA Title III and Pennsylvania HazMat Act 1900-165 requirements. Coordinates the development, exercising, maintenance, and review of comprehensive emergency plans for all Superfund Amendments and Reauthorization Act of 1986 (SARA) Title III hazardous substance sites and other hazardous locations. Additional responsibilities include: Overall coordination of the Lycoming County Emergency Operations Center.

SPECIFIC DUTIES

- Responsible for budgetary management including development, justification, and authorization of expenditures in multiple budgetary areas (EMA, HazMat, FFWS, & DCS)
- Responsible for the preparation and implementation of the Emergency Management Agency Annual Work plan submitted for use by the county and state through contractual agreement.
- Responsible for maintaining and expending the Lycoming County Flood Warning System, as well as functional responsibility of the stream gauges. Responsible for the Lycoming County Datawise Storm Ready and Flood Ready web sites.
- Responsible for overall management of the volunteers of the Disaster Communication Services and Radiological Monitoring Programs. This employee also has full functional responsibility of the EMNet System. Departmental liaison with the National Weather Service for public education events and during weather related events.
- Responsible for conducting and managing periodic exercises on the municipal, county, and state-wide bases (natural disaster, all hazards, radiological, etc.).
- Responsible for recommendation, evaluation, coordination and completion of major capital expenditure projects in multiple budget areas.
- Reviews SARA Tier II reports, calculates billing amounts, and oversees program fees collection.
- Coordinates contract and response of County's contracted certified hazmat response team for incidents in the County.
- Assist/oversight of grants and PEMA coordinator with the Local Emergency Planning Committee (LEPC), typically serving as the principal administrator.

- Serves on North Central Task Force (NCTF) Executive Board.
- Coordinates Staff and volunteer EOC Activation Training.

EMERGENCY DUTIES

- Responsible for overall departmental coordination of the Emergency Operations Center (EOC) and radio room during a natural or man-made disaster.
- Ensures that adequate staffing is present for all 17 functional areas in the EOC on an emergency basis using rotating shifts.
- Initiates and is responsible for overall EOC operations utilizing County employees and other personnel as described in the Lycoming County Emergency Operations Plan and the County ICS chart.
- Coordinates with the Director, County Solicitor, and County Commissioners a County-wide response to man-made and natural disasters.

SUPERVISORY RESPONSIBILITIES

This position supervises the EMA Planning Specialist, EMA Training Specialist, SARA Support Specialist, and Clerk III.

WORKING CONDITIONS

The majority of tasks are carried out in an office setting during Monday through Friday office hours. However, this position does require occasional after-hours meetings, training events, and travel.

As with any Emergency Management position this position may require response during emergency situations, usually to the EOC, or on rare occasions the site of the emergency. When the EOC has been activated, this position is required to staff one of the ongoing required positions in a supervisory role with other EOC staff on rotating shifts. This will last the duration of the emergency situation. A pager is issued for after hour notifications.

JOB REQUIREMENTS

- Requirements include a Bachelor's in EMA or related field, or High School Diploma and six (6) years' experience in EMA.
- Additional compensation will be considered for previous local, County, State, or Federal EMA office/position experience.
- PEMA Basic certification for County EMA Staff obtained within one year. Advanced and Professional Certifications required as time permits.
- Comprehensive knowledge of the modern principles and practices of management techniques, which include training development, methodology of determining and

developing training needs and goals, training methods, curriculum outline, and materials.

- Must submit to and pass a Drug and Alcohol screening per County policy.
- Valid PA driver's license.
- Must submit to and pass a criminal history and security background check per County policy.

Company Description

County of Lycoming is a county in the U.S. Commonwealth of Pennsylvania and comprises the Williamsport Metropolitan Area. Lycoming is Pennsylvania's largest county by area and is a great place to live and work, offering outdoor adventures, history and culture, and sporting events.

Providing quality customer service to our citizens, business owners and visitors is County of Lycoming's top priority and that starts with our employees.

We offer an award-winning comprehensive benefits package, including generous paid holidays and vacation, a deferred benefit retirement plan, deferred compensation retirement plan availability, affordable medical and dental coverage, innovative wellness programs, extensive professional development opportunities, and more.

County of Lycoming is an Equal Opportunity Employer

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