

OEM DIRECTOR

\$	54,101.00	Craighead
\$	65,745.00	Garland
\$	70,000.00	Jefferson
\$	77,710.00	Saline
\$	63,040.00	Sebastian
\$	58,526.00	White
\$	53,746.00	Faulkner
\$	63,266.86	AVERAGE

OEM CHIEF DEPUTY

\$	45,520.00	Craighead
\$	45,970.00	Garland
\$	47,700.00	Jefferson
\$	53,463.00	Saline
\$	51,040.00	Sebastian
\$	45,491.00	White
\$	45,007.54	Faulkner
\$	47,741.65	AVERAGE

911 DEPUTY

\$	43,804.00	Craighead
\$	48,957.00	Garland
		Jefferson
\$	48,514.00	Saline
		Sebastian
		White
\$	41,730.00	Faulkner
\$	45,751.25	AVERAGE

PSAP DEPUTY/ADMIN

		Craighead
\$	36,367.00	Garland
		Jefferson
\$	43,481.00	Saline
		Sebastian
		White
\$	37,797.59	Faulkner
\$	39,215.20	AVERAGE

\$	54,101.00	Craighead
\$	65,745.00	Garland
\$	70,000.00	Jefferson
\$	77,710.00	Saline
\$	63,040.00	Sebastian
\$	58,526.00	White
\$	64,853.67	AVERAGE

\$	45,520.00	Craighead
\$	45,970.00	Garland
\$	47,700.00	Jefferson
\$	53,463.00	Saline
\$	51,040.00	Sebastian
\$	45,491.00	White
\$	48,197.33	AVERAGE

\$	43,804.00	Craighead
\$	48,957.00	Garland
		Jefferson
\$	48,514.00	Saline
		Sebastian
		White
\$	47,091.67	AVERAGE

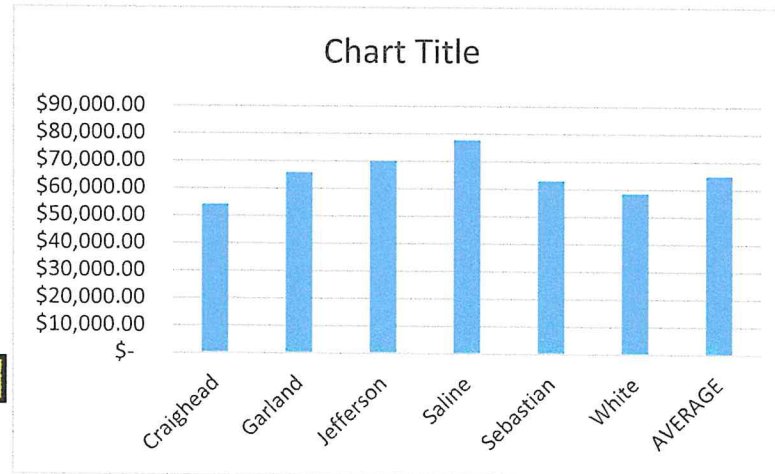
		Craighead
\$	36,367.00	Garland
		Jefferson
\$	43,481.00	Saline
		Sebastian
		White
\$	39,924.00	AVERAGE

27 YRS **OEM DIRECTOR**

Craighead	\$	54,101.00
Garland	\$	65,745.00
Jefferson	\$	70,000.00
Saline	\$	77,710.00
Sebastian	\$	63,040.00
White	\$	58,526.00
Faulkner	\$	53,746.00
AVERAGE	\$	63,266.86

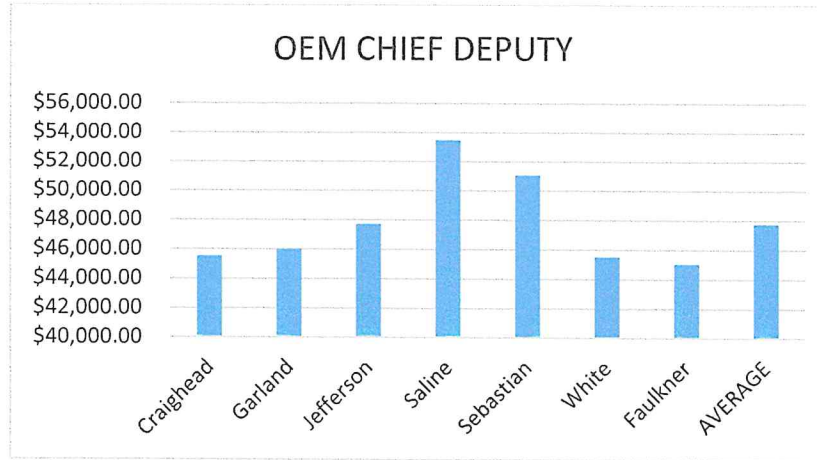


Craighead	\$	54,101.00
Garland	\$	65,745.00
Jefferson	\$	70,000.00
Saline	\$	77,710.00
Sebastian	\$	63,040.00
White	\$	58,526.00
AVERAGE	\$	64,853.67

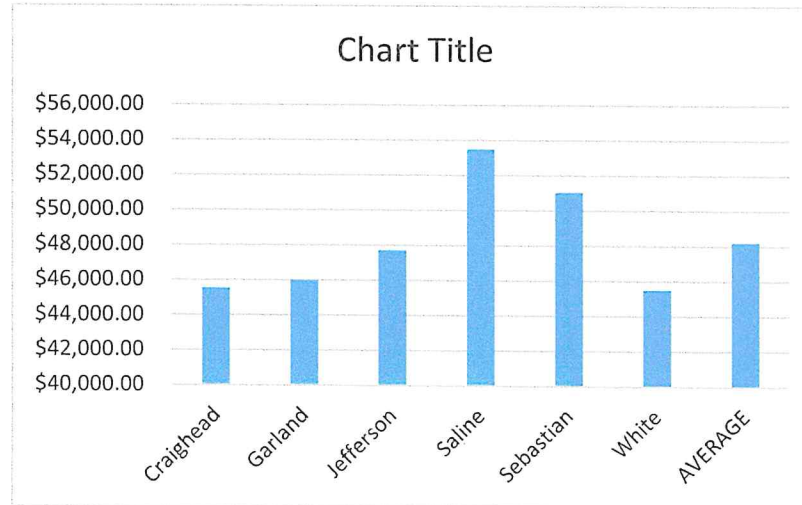


OEM CHIEF DEPUTY

Craighead	\$	45,520.00
Garland	\$	45,970.00
Jefferson	\$	47,700.00
Saline	\$	53,463.00
Sebastian	\$	51,040.00
White	\$	45,491.00
Faulkner	\$	45,007.54
AVERAGE	\$	47,741.65

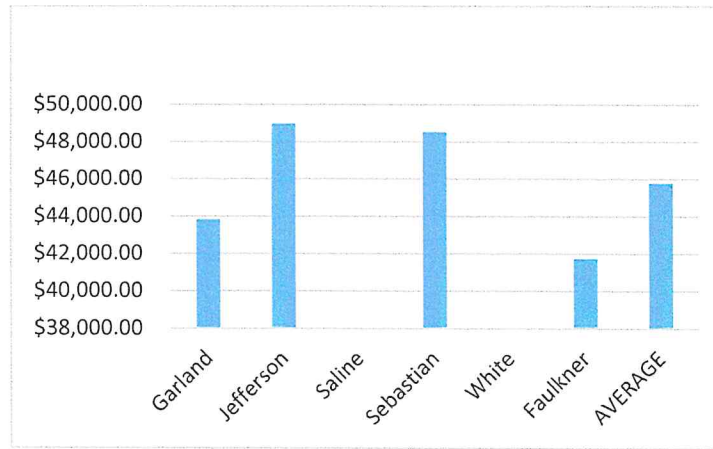


Craighead	\$	45,520.00
Garland	\$	45,970.00
Jefferson	\$	47,700.00
Saline	\$	53,463.00
Sebastian	\$	51,040.00
White	\$	45,491.00
AVERAGE	\$	48,197.33

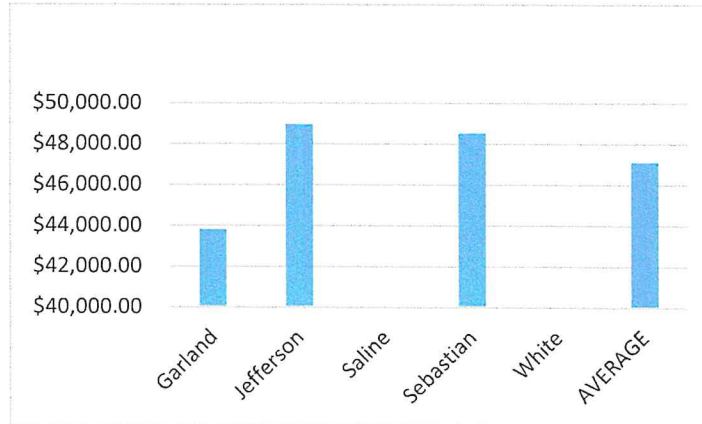


911 DEPUTY

Craighead		
Garland	\$	43,804.00
Jefferson	\$	48,957.00
Saline		
Sebastian	\$	48,514.00
White		
Faulkner	\$	41,730.00
AVERAGE	\$	45,751.25

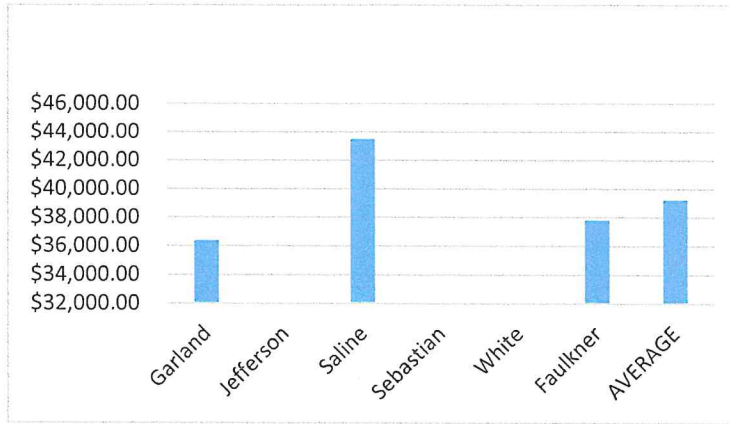


Craighead		
Garland	\$	43,804.00
Jefferson	\$	48,957.00
Saline		
Sebastian	\$	48,514.00
White		
AVERAGE	\$	47,091.67

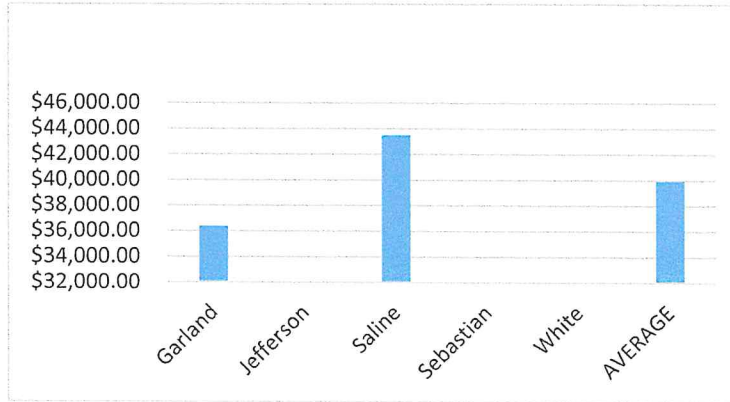


PSAP DEPUTY/ADMIN

Craighead		
Garland	\$	36,367.00
Jefferson		
Saline	\$	43,481.00
Sebastian		
White		
Faulkner	\$	37,797.59
AVERAGE	\$	39,215.20



Craighead		
Garland	\$	36,367.00
Jefferson		
Saline	\$	43,481.00
Sebastian		
White		
AVERAGE	\$	39,924.00



2022 Arkansas County Employees Salary Survey

JEFFERSON – Class 6

	Deputy	37,481	
<u>County Judge</u>	105,228	<u>Tax Assessor</u>	86,410
Administrative Assistant	63,388	Administrative Assistant	60,918
Legislative Assistant	56,773	Sr Deputy Personal Property	42,927
Executive Secretary	42,442	Jr Deputy Real Estate	32,010
Accounts Manager/Utility	38,584	Jr Deputy Pers Prop/Commercial	29,522
Building Superintendent	52,803	GIS Mapping	31,827
Repairman/Carpenter	36,460	Sr Deputy Personal Property	40,343
Senior Housekeeper 3@	29,808	Jr Deputy Personal Property 2@	31,934
Housekeeper	29,808	Commercial Appraiser/Analyst	47,122
Maintenance/Labor 2@	25,987	Residential Appraiser 4@	40,422
Appropriation P/T Housekeeper	5,280	Support Appraiser	31,934
		GIS/Mapping	39,741
		EQ Board	10,000
<u>Quorum Court</u>		<u>Veterans Service Officer</u>	12,500
Justice of Peace per diem 13@ monthly	895		
		<u>Road Department</u>	
<u>County Clerk</u>	86,410	Road Director	74,257
Chief Deputy	60,918	Assistant Road Director	68,613
HR/Payroll	42,930	Office Manager	62,298
Fin. Recor/Cust Serv II	41,340	Sanitation Collector	38,892
Gen Asst/Fin Record/AP/CS	40,280	Environmental Officer	26,369
Gen Asst/CS/Data/Pro	39,750	Approp Part-Time Shop Runner	21,920
		Custodian/Laborer	31,969
<u>Circuit Clerk</u>	86,410	Truck Driver	37,613
Chief Deputy	60,918	Truck Driver Safety Coordinator	39,465
Deputy	29,587	Truck Driver/Asst. Safety Coord	39,464
Deputy	31,969	Laborer	34,769
Deputy	28,662	Equipment Operator	34,946
Deputy	29,764	Heavy Equipment Hauler	40,039
Deputy	35,276	Truck Driver	38,892
Deputy 2@	28,560	Truck Driver 2@	36,511
Deputy	37,481	Mechanic	36,643
Deputy	33,784	Grader Operator	41,185
		Mechanic Helper	38,892
<u>Treasurer</u>	86,410	Road Helper	34,879
Chief Deputy	60,918	Road Helper	34,769
		Mechanic Helper	41,185
<u>Tax Collector</u>	86,410	Shop Foreman	65,416
Chief Deputy	60,918	Grader Operator	39,465
Deputy	44,096	SR Grader Operator	43,478
Deputy	30,867	Equipment Operator	38,892
Deputy	31,969	Equipment Operator 2@	41,185
Deputy	33,072	Equipment Operator	36,599
Deputy	40,788	Equipment Operator	38,936
		Approp Part-Time Grade Op Foreman	24,983

2022 Arkansas County Employees Salary Survey

Mechanic Helper	38,892
Heavy Equipment Operator	41,185
Heavy Equipment Operator	44,669
Paving Specialist Foreman	46,918
Culvert & Field Foreman	41,185
Pothole Patcher Operator	43,416
Sign Shop	43,416

Office of Emergency Management

OEM Director/ <i>911</i>	38,584
Administrative Assistant <i>-911 Deputy</i>	41,340
Technician	12,480
Appropriation Part-Time Help	6,240

Solid Waste

Director	62,285
Recycling Operator	52,915
Truck Driver	38,592
Laborer	32,101
Work Release Emp	25,222

Sheriff's Department

Sheriff	94,228
Chief Deputy Sheriff	74,988
Major	64,752
Office Manager	58,043
Warrant Clerk	37,702
Bookkeeper	31,500
Secretary/Clerk 5@	31,500
CID Captain	54,262
CID Lieutenant	51,505
CID Sergeant 2@	47,979
CID Deputy	44,622
CID Deputy 2@	42,064
CID Deputy 4@	39,341
Training Captain	54,262
JJC Captain	52,222
JJC Sergeant 4@	39,347
JJC Corporal 4@	35,384
JJC Deputy 3@	33,601
JJC Deputy 5@	26,484
JJC Outreach Officer	33,601
JJC Transport Officer	32,675
JJC Bookkeeper	46,300
Secretary	44,096
JJC Maintenance	17,638

JJC Cooks 3@	27,800
JJC Housekeeper	40,853
Approp JJC Part-Time Deputy 2@	10,400
Approp JJC Part-Time Nurse	6,841
Pub Safety Captain	54,262
Pub Safety Lieutenant	50,143
Pub Safety Sergeant 3@	47,979
Pub Safety Corporal 2@	46,022
Pub Safety Deputy	44,622
Pub Safety Deputy 4@	39,341
Pub Safety Deputy 2@	38,036
Pub Safety Warrants Lieutenant	50,143
Pub Safety Civil Sergeant	47,979
Pub Safety Warrants Deputy	39,341
Pub Safety Warrants Deputy	38,036
Pub Safety Warrants Deputy	36,520
Pub Safety Civil Deputy	44,622
Pub Safety Civil Deputy	38,036
Pub Safety Civil Deputy	36,520
Tri-County CID Deputy	37,114

Jail

Administrator	67,908
Administrative Assistant	59,529
Captain	55,120
Lieutenant 4@	49,608
Sergeant 4@	44,096
Corporal 4@	38,584
Guard 20@	34,174
Security 6@	34,174
Administrative Secretary	31,969
Maintenance Supervisor	61,734
Maintenance	44,096
Cook Supervisor	38,727
Cooks 3@	27,800
Grievance Officer/Mail Clerk	34,174
Transport Officer 3@	34,174
Internal Affairs Captain	54,262
Internal Affairs Sergeant	47,979
Registered Nurse	55,120
Approp Part-Time Nurses 4@	23,660
Technician	29,397
Public Information Officer	35,276

JJE

School Administrator	60,716
Teacher	52,753
Teacher 3@	45,474

2022 Arkansas County Employees Salary Survey

Paraprofessional 3@	37,128
Resource Officer	31,699
Outreach Officer	7,540
Registered Nurse	53,367
Technician	14,698
Maintenance	16,640
<u>Coroner</u>	64,800
Appropriation Part-Time Help	26,989
<u>Election</u>	
Election Coordinator	33,800

2022 Arkansas County Employees Salary Survey

SALINE – Class 6

County Judge ½	54,963	Courts Criminal Deputy	11,578
Administrative Manager	66,630	Courts Supvr/Domestic Deputy	12,226
Public Information Specialist	33,758	Courts Domestic Deputy	11,483
Appropriation Part-Time Help	10,000	Courts Criminal Deputy	31,515
 		Circuit Clerk	20,513
Quorum Court		Civil Deputy	6,386
Justice of Peace per diem 13@	437	Civil Deputy	10,480
 		Appropriation Part-Time Help	75,000
County Clerk	90,620	Treasurer	76,852
Elections Co	42,589	Office Manager	44,351
Finance Admin	44,817	Deputy	32,415
Deputy Supervisor	34,091	 	
Deputy Probate	25,632	Treasurer Automation Fund	
Deputy Probate	25,847	Treasurer	20,513
Deputy Voter	25,632	Office Manager	22,159
Appropriation Part-Time	35,000	Deputy	7,651
 		Appropriation Part-Time	36,805
Clerk Automation Fund		 	
Finance Administrator	18,368	Tax Collector	76,852
Supervisor Voter Registration	1,364	Administrative Manager	46,080
Deputy Acct	5,177	Deputy II / Credit	25,789
Deputy – Probate – EQ	12,734	Bankruptcy/Mortgage	23,917
Deputy	908	Deputy III	31,218
Deputy	1,784	Deputy/Delinquent	28,361
County Clerk	6,745	Benton Manager	27,295
Appropriation Part-Time Help	7,500	Deputy I	26,895
 		Appropriation Part-Time	66,500
Circuit Clerk	76,852	 	
Admin/Criminal Manager	42,592	Tax Collector-Bryant	
Juvenile/Child Support	28,004	Manager	30,303
Administrative Manager	51,510	Benton/Bryant SID CO	16,131
Courts Civil Deputy Clerk II	26,735	Appropriation Part-Time	18,000
Courts Criminal Deputy Clerk	25,633	 	
Courts Suprv/Domestic	28,004	Tax Collector Automation Fund	
Courts Domestic Deputy Clerk	19,364	Deputy Dav	40,959
Courts Civil Deputy Clerk II	24,730	Deputy Probate	32,336
 		Administrative Manager	18,061
Recorder Cost Fund		Benton Manager	21,779
Passport Suprv	51,023	Deputy Bankruptcy/Mortgage	12,089
Passport Deputy Clerk	34,389	Bryant Manager	18,250
Admin/Criminal Mgr	22,197	Benton/Bryant S	26,531
Juvenile/Child Support	14,468	Security Officer	32,860
Administrator	20,136	Security Officer	32,244
Circuit Clerk Recorder/Passport	36,597	Tax Collector	20,513
		Deputy II	5,415
		Deputy III	6,408
		Deputy/Delinquent	45,229

2022 Arkansas County Employees Salary Survey

Deputy/Delinquent	5,081
Deputy I	1,076
Appropriation Part-Time Help	21,000

<u>Tax Assessor</u>	97,365
Admin Manager	57,121
Business Personal Prop Supvsr	43,462
Personal Property	28,738
Personal Property 2@	31,931
Personal Property	34,550

<u>Tax Assessor-Bryant</u>	
Personal Property/Real	31,931

<u>Tax Assessor-GIS</u>	
Chief Deputy-GIS/Flood Plain	64,087
GIS Deputy I	34,602
GIS Deputy III	36,977
EQ/Homestead Assistant	35,376
Deputy Real Estate 2@	35,740
Deputy Real Estate	39,177
Deputy Real Estate	35,829
Deputy Data Entry	43,036
EQ/Homestead Manager	43,752
Appropriation Part-Time Help	66,500

<u>Veterans Service Office</u>	
Veterans Service Officer	41,229
Veterans Service Officer	29,382
Appropriation Part-Time	5,000

<u>Road Department</u>	
County Judge ½	54,963
Superintendent	75,899
Asst Superintendent	66,084
Road Foreman 2@	57,230
Road Foreman	64,062
Road Foreman	58,373
Road Project Inspector	39,450
Road Engineer	91,953
Mechanic I 3@	42,043
Equipment Operator I 4@	41,833
Equipment Operator	45,117
Equipment Operator	42,182
Equipment Operator	42,650
Equipment Operator	34,335
Equipment Operator 2@	38,829
Equipment Operator	39,460

Equipment Operator	41,027
Equipment Operator	41,853
Equipment Operator 3@	35,718
Equipment Operator	37,856
Equipment Operator	31,830
Equipment Operator 3@	29,449
Equipment Operator	37,662
Equipment Operator	36,185
Equipment Operator	31,351
Equipment Operator	31,831
Equipment Operator	33,788
Equipment Operator	34,847
Equipment Operator	30,956
Administrative Assistant	34,189
Laborer 3@	26,710
Laborer	28,772
Project Coordinator	53,713
Project Coordinator Assist	37,067
Field Service Technician	37,972
Addressing Coordinator	17,657
Appropriation Part-Time	15,000

<u>Office of Emergency Management</u>	
Director	61,154
Deputy Director	53,463
Administrative Assistant	43,481
Appropriation Part-Time	500

<u>911 Emergency Services</u>	
Communications Director	58,342
Addressing Coordinator	17,656
Communications Operator 3@	32,448
Communications Operator 4@	36,978
Communications Operator 7@	34,276
Communications Operator 5@	35,630
Lead Communications Op	44,097
Lead Communications Op 2@	45,060
Lead Communications Op	45,761
Lead Communications Op	41,101
Lead Communications Op	43,852
Lead Communications Director	43,852
Deputy Director	48,514
OEM/911 Director	16,556
Appropriation Part-Time Help	45,000

<u>Sheriff's Department</u>	
Sheriff	101,813
Chief Deputy	82,049

2022 Arkansas County Employees Salary Survey

Internal Affairs/Training	63,979	Detention Corporal/Medic	37,377
CID Lieutenant	70,311	Detention Administration Clerk	32,047
CID Sergeant	47,946	Detention Officer/Kitchen	36,604
CID Corporal	44,547	Detention/Transport Corp	38,013
CID Inv 6@	41,386	Transport Sergeant	46,790
CID Inv	48,930	Detention Admin/Training	46,790
CID Inv	42,125	Transport Officer 4@	34,089
Patrol Lieutenant	61,510	Detention Sergeant 2@	46,790
Patrol Sergeant 4@	47,946	Appropriation Part-Time Help	13,500
Patrol Corporal 3@	44,547		
Patrol Corporal	47,946	<u>Coroner</u>	80,136
Admin Lieutenant	67,489	Deputy	41,927
Patrol 15@	41,386	Chief Deputy	53,074
Patrol	44,547	Appropriation Part-Time Help	12,000
Patrol	43,657		
Civil Process Officer	47,946		
Warrants Deputy	41,386		
Collector/Account	31,898		
Collector/Account 2@	38,804		
CID Secretary	37,276		
Administrative Assistant	35,054		
Warrants/Citation Clerk	32,364		
Finance Manager	52,193		
Property Officer	32,232		
Civil Process Officer	41,386		
Collector/Account	31,898		
Environ/Code Enforcement	18,771		
Victim Advocate	37,747		
Deputy-School Resource 3@	41,386		
Appropriation Part-Time Help	59,000		
<u>Juvenile</u>			
Director	65,937		
Intake Officer	43,863		
Intake Officer	51,215		
Probation Officer	42,634		
Probation Officer	40,532		
Probation Officer 2@	36,810		
Probation Officer	31,070		
Deputy Director	51,882		
Case Coordinator	35,888		
<u>Jail</u>			
Detention Admin Lieutenant	67,489		
Administrative Sergeant	49,040		
Detention Corporal 4@	37,377		
Detention Officer 23@	31,620		
Detention Officer 6@	32,243		

2022 Arkansas County Employees Salary Survey

CRAIGHEAD – Class 6

		Deputy	40,497
		Deputy	40,497
		Deputy	40,497
		Deputy	40,497
		Deputy Part-Time	1,050
County Judge ½	49,204		
Administrator	65,966		
Purchasing Agent	58,182		
Secretary ½	22,760		
Human Relations Manager	60,528		
Quorum Court			
Justice of Peace 13 @	10,208		
County Clerk	80,301		
Chief Deputy	52,955		
Accounts Payable	42,604		
Payroll Clerk	39,795		
Head Probate	40,497		
Lake City Deputy	42,825		
Probate Clerk	39,795		
Election Clerk	39,795		
Deputy Part-Time	18,578		
Election Coordinator	46,350		
Circuit Clerk	-0-		
Recorder Cost Fund			
Circuit Clerk	72,593		
Chief Deputy	-0-		
Assistant Chief Deputy	45,414		
Deputy Civil Clerk 2@	40,497		
Deputy Criminal Clerk 3@	40,497		
Deputy Domestic Clerk 2@	40,497		
Deputy Juvenile Clerk	40,497		
Deputy Land Records Clerk	40,497		
Eastern District Circuit Clerk	56,359		
Deputy Clerk Part-Time 3@	17,000		
Treasurer	80,301		
Deputy Treasurer	42,604		
Treasurer Automation Fund			
Chief Deputy	52,955		
Deputy Part-Time	1,500		
Tax Collector	80,301		
		Tax Collector Automation Fund	
		Chief Deputy	52,955
		Deputy	42,170
		Deputy 3@	40,497
		Deputy Part-Time	14,400
		Tax Assessor	80,301
		Chief Deputy	53,248
		Business Pers Prop Admin 2@	42,914
		Personal Property Admin	45,447
		Personal Property Admin	40,869
		Personal Property Admin	40,662
		Personal Property Admin 2@	39,795
		Property Assessment Review	44,364
		Real Property Admin	49,532
		Real Property Admin	40,722
		Rural Property Admin	52,914
		Sub/Urban Property Admin	49,532
		Veterans Service Officer	45,414
		Clerk Part-Time 2@	13,099

2022 Arkansas County Employees Salary Survey

Road Department

County Judge ½	49,204
Road Superintendent	62,713
Western District Foreman	49,721
Eastern District Foreman	46,468
Shop Manager	46,468
GIS/911 Addressing Coordinator	43,804
Coordinator	41,902
Clerk	39,795
Mechanic 4@	44,622
Lead Equipment Operator 3@	44,089
Equipment Operators 44@	42,506
General Labor Part-Time 4@	20,000

Office of Emergency Management

OEM Director	54,101
Assistant OEM Director ½	22,760

Sheriff's Department

Sheriff	98,409
Chief Deputy	69,219
Assistant Chief/Captain Deputy	62,713
Captain CID	59,460
DTF Commander	59,460
Eastern District Deputy	56,381
Lieutenant 3@	52,955
Sergeant 4@	49,721
Sergeant CID	0
CID Deputy 2@	45,305
Deputy-Patrol 20@	45,305
School Resource Officer 3@	45,305
Transport Officer 2@	41,180
Environmental Officer	45,305
CID Secretary	45,338
Deputy Clerk	40,856
Deputy Clerk 3@	40,497
Deputy Clerk Part-Time	23,950
Clerk-Fine and Fee Collections	40,497
IT Computer Administrator	49,721
Litter Pickup Part-Time	17,863
Deputy 1 st Class 19@	1,500

Juvenile

Supervisor	52,955
Intake Officer	47,804
Intake Officer	43,981
Intake Officer 2@	41,902
Office Manager	41,200

Probation Officer 2@	41,902
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Jail

Facility/Jail Administrator	62,713
Assistant Jail Administrator	59,460
Assistant Administrator-Juvenile	49,721
Maintenance Administrator	52,955
Staff Accountant	44,009
Maintenance/Security	44,009
Booking OIC	45,414
Assistant OIC	42,604
Jailer OIC (Day) 2@	45,414
Jailer OIC (Night) 2@	45,414
Jailer Asst OIC (Day) 2@	42,604
Jailer Asst OIC (Night) 2@	42,604
Detention Officer 53@	40,497
Detention Officer/Office Mgr	43,307
Adult/Juvenile Part-Time	22,166
Night Shift Differential 30@	500
School/Service Promotion 30@	1,507

Coroner

80,301

2022 Arkansas County Employees Salary Survey

GARLAND – Class 6

County Judge 33%	30,275	Tax Collection Cashier II	28,177
Administrative Assistant	40,589	Deputy I	36,568
Secretary/Receptionist	34,255	Deputy II	33,508
Quorum Court		Deputy III	37,043
Justice of Peace per diem 13@	9,476	Deputy IV	38,177
Annually		Tax Enforcement Asst Deputy	31,589
County Clerk	79,738	Tax Enforcement Asst Deputy	28,097
Chief Deputy	48,579	Tax Collector Automation Fund	
Deputy Voter Registrar	30,388	Tax Enforcement Supervisor	36,674
Deputy 2@	30,940	Tax Enforcement Asst Deputy	31,585
Deputy	29,285	Tax Assessor	79,738
Clerk Cost Fund		Chief Deputy	48,332
Appropriation Part-Time	15,000	Appraiser Manager	41,779
Circuit Clerk		Abstractor/Mapper-D.E. Super.	43,898
Circuit Jury Coord/Deputy	36,271	CAMA Operator Manager	36,816
Deputy	29,480	CAMA Operator Manager	35,268
Recorder Cost Fund		Personal Property Supervisor	35,944
Circuit Clerk	79,738	Abstractor/Mapper 2@	31,234
Chief Deputy Circuit	57,510	GIS Coordinator	35,253
Domestic Relations Supervisor	35,839	Appraiser Personal/Comm 2@	33,158
Criminal Division Supervisor	35,839	Appraiser III	36,178
Civil Division Supervisor	36,661	Amendment 79 Admin 2@	29,386
Front Office Supervisor - D	36,661	Deputy - Data Entry 2@	26,416
Accounting/Bookkeeper Super	36,468	Deputy - Data Entry	27,172
Deputy- Bookkeeper	29,480	Front Line Supervisor/Hou	28,990
Deputy Circuit Clk/Circuit	29,480	Veterans Service Officer	34,120
Deputy Circuit Clk/Crime	31,406	Road Department	
Deputy Circuit Clk/Civil	29,480	County Judge 50%	45,871
Deputy 3@	29,480	Road Commissioner	73,755
Appropriation Part-Time	20,540	Road & Maint Foreman 2@	56,232
Treasurer	79,738	Working Bridge Crew Leader	41,056
Chief Deputy	55,251	Shop Working Crew Leader	51,410
Bookkeeper	35,871	Pavement & Asphalt Working	37,680
Tax Collector	79,738	Backhoe Working Crew Leader	38,250
Chief Deputy	54,742	Crew Leader/Operator	38,507
Head Tax Collection Cashier	41,762	Skilled Operator	34,303
		Tire Mech/Welder/Fabricator	38,111
		Mower Working Crew Leader	37,680
		Skilled Operator	38,507
		Backhoe Working Crew Leader	36,132
		Grader/Trucking Leadman	33,741
		Grader/Trucking Leadman	38,805
		Grader/Trucking Leadman 2@	43,020
		Office Administrator	47,857

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Paving & Prep Crew Leader	33,178	Lead Transport Operator	35,519
Pave & Asphalt Assistant	33,342	Lead Transfer Station Op	30,031
Truck Driver 4@	34,532	Truck Driver 4@	34,818
Truck Driver	33,188	Truck Driver 5@	34,303
Truck Driver 2@	33,024	Truck Driver 2@	34,256
Truck Driver	32,411	Truck Driver	33,693
Mechanic	36,400	Transfer Station Operator	29,799
Sign Shop Working Crew Leader	37,680	Transfer Station Operator 2@	29,284
Skilled Operator	32,399	Transfer Station Operator	28,066
Skilled Operator	32,973	ES Controller	49,738
Laborer	30,657	Landfill Clerk II	30,117
Laborer	30,645	Landfill Clerk II	28,783
Laborer 11@	27,448	Laborer	28,246
Mower Working Crew Leader	37,680	Laborer	27,551
Boomhog Working Crew Leader	35,171	Laborer 4@	26,988
Secretary/Clerk	34,107	Laborer	26,313
Engineer	74,647	Laborer 2@	26,828
Road Maint Foreman	56,232	Laborer	26,710
Appropriation Part-Time	80,000	Diesel Mechanic	46,200
		Appropriation Part-Time	11,000

Emergency 911

Director of Emergency Mgmt	65,745
911/DEM Asst Coordinator	36,367
Emergency Mgmt Technician	46,179
GIS Technician	40,552
911 Database/GIS Technician	48,957
Appropriation Part-Time	15,000

911 Communication Center

Telecommunications Director	59,720
Telecommunications Supervisor	43,520
Telecommunicator Level IV 4@	40,652
Telecommunicator Level II 3@	38,785
Telecommunicator Level II 3@	36,450
Telecommunicator Level I 5@	36,116
Appropriation Extra Help	2,500

Solid Waste

County Judge 17%	15,598
Director of Environmental	74,778
Office Manager - Landfill	36,907
Mechanical Maintenance Tech	36,747
Heavy Equipment Operator	37,505
Heavy Equipment Operator	37,064
Heavy Equipment Operator	35,437
Lead Front Load Operator	42,429
Lead Landfill Operator	38,770
Lead Rolloff Operator	36,519

Sheriff's Department

Sheriff	91,745
Chief Deputy	75,803
Sheriff's Special Investigator	33,610
Secretary/Receptionist	29,290
CID Captain	62,641
CID Lieutenant	57,843
CID Sergeant	52,344
CID Sergeant	52,345
CID Corporal	43,674
CID Investigator-Corporal	48,992
CID Investigator 4@	43,799
CID Investigator	43,933
CID Investigator	44,323
CID Secretary	32,807
CID Secretary	29,290
Patrol Captain	62,641
Patrol Lieutenant @	57,843
Patrol Sergeant 4@	52,344
Patrol Corporal 5@	48,992
Patrol Corporal	41,270
Patrol Deputy	43,799
Patrol Deputy	44,888
Patrol Deputy	41,304
Patrol Deputy	45,605
Patrol Deputy	41,939
Patrol Deputy 17@	41,270

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SEBASTIAN – Class 6

<u>County Judge</u>	101,852			
Administrator	73,972	Recorder Supervisor		48,785
Executive Assistant	47,354	Senior Land Recorder		37,151
County Admin Executive Asst.	36,591	Senior Recorder		38,500
		Assistant Recorder		34,783
		Election Manager Assistant		34,263
		Deputy Clerk		33,577
		Appropriation Part-Time		9,425
<u>Courthouse Security</u>		<u>Circuit Clerk</u>		47,527
Asst Supervisor	39,104	Chief Deputy		52,749
Bailiff 8@	34,079	Office Manager		53,154
Security	38,763	Sr Deputy/Criminal		37,689
Security	30,452	Sr Deputy/Civil		40,306
Security	31,635	Sr CV/DR & QA Deputy		43,035
Security	30,452	Sr Deputy/Records Mgmt		35,130
Security	33,268	Sr Deputy/Juvenile		36,760
Security	33,267	Sr Deputy/Probate		34,608
Security	31,635	Deputy/Juvenile		30,071
Appr Extra Help Security	40,560	Deputy/Criminal/Juvenile		33,796
		Deputy/Criminal		32,657
		Deputy/Circuit		29,600
		Deputy/Civil		30,104
		Deputy/Criminal		34,631
		Deputy/Civil		38,507
		Deputy/Support		30,071
		Appropriation Part-Time		28,275
<u>Maintenance</u>		<u>Election</u>		
Superintendent	54,069	Election Coordinator		36,088
Asst Superintendent	40,808			
Bldg Maint Tech/Carpenter	39,115			
Laborer/Building Maint	29,877			
Laborer/Building Maint	29,175			
Custodian 2 nd shift	28,226			
Custodian	25,517			
<u>Quorum Court</u>		<u>Treasurer</u>		
Justice of Peace per diem 13@	567	Treasurer/Tax Collector ½		49,279
		Senior Deputy		39,014
		Senior Deputy		39,729
<u>County Clerk</u>		<u>Treasurer Automation Fund</u>		
County Clerk/Recorder ½	47,527	Chief Administrator Treasurer		52,750
Chief Deputy Clerk/Recorder ½	26,375			
Office Manager Clerk/Recorder ½	22,297			
Deputy Clerk/Rec	36,084			
Election Manager Assistant	37,047			
Approp Clerical Part-Time	9,425			
Approp Deputy Extra Help	2,700			
Approp Deputy Extra Help	5,498			
<u>Recorder</u>		<u>Tax Collector</u>		
County Clerk/Recorder ½	47,527	Treasurer/Tax Collector ½		49,279
Chief Deputy Clerk/Recorder ½	26,375	Office Manager		41,900
Office Manager Clerk/Recorder ½	22,297	Office Manager		41,322
		Deputy		37,391
		Deputy 2@		34,961
		Deputy		35,979
		Deputy		36,678
		<u>Tax Collector Automation Fund</u>		

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Chief Administrator	52,040	Heavy Equipment Operator 4@	30,875
Supervisor Sr. Deputy	43,040	Heavy Equipment Operator 7@	31,472
<u>Tax Assessor</u>	95,052	Heavy Equipment Operator	40,235
Chief Deputy	55,685	Light Equipment Operator 6@	26,758
Personal Quality Assurance	54,820	Parts and Inventory	26,908
Real Property Manager	49,743	Road Laborer 2@	25,270
Office Mgr/Homestead Specialist	47,972	Shop Foreman	59,280
Office Manager	41,952	Assistant Shop Foreman	37,391
GIS Specialist	41,308	Senior Mechanic	33,994
GIS Coordinator	41,308	Senior Mechanic	34,653
Appraiser IV	45,256	Mechanic 2@	27,358
Biz Commercial Deputy Assessor	37,096	Director of Emergency Mgmt ½	31,520
Biz Commercial Deputy Assessor	35,857	Emergency Mgmt Coordinator ½	25,520
Biz Commercial Deputy Assessor	38,618	Appropriation Part-Time (Mowers)	111,360
Biz Commercial Deputy Assessor	39,719	<u>Office of Emergency Management</u>	
Biz Commercial Deputy Assessor	39,704	Director of Emergency Mgmt	31,520
Biz Commercial Deputy Assessor	39,678	Emergency Mgmt Coordinator	25,520
Biz Commercial Deputy Assessor	34,677	Appropriation Extra Help	4,956
Abstractor Mapper	39,500	<u>Sheriff's Department</u>	
Abstractor Mapper	33,162	Sheriff	50,925
Abstractor Mapper	37,151	Chief Deputy	63,667
Personal Property Dep Assessor	33,381	Division Commander	64,047
Personal Property Dep Assessor	34,736	Division Commander	55,717
Personal Property Dep Assessor	32,485	Division Commander	57,295
Personal Property Dep Assessor	32,040	Division Commander	56,810
Personal Property Dep Assessor	38,094	CID - Lieutenant Lead Investigator	52,175
<u>Veterans Service Office</u>		Training Dpty/Asst. Patrol Cmd	50,578
Veterans Service Officer	39,509	Law Enforcement Sergeant 3@	47,409
Sr Deputy	34,570	Law Enforcement Sergeant	47,898
Deputy	31,266	Law Enforcement Sergeant	48,833
Secretary/Receptionist	31,464	Law Enforcement Sergeant	46,501
<u>Road Department</u>		Patrol Deputy 10@	36,038
Superintendent	64,725	Patrol Deputy	36,347
Assistant Superintendent	51,040	Patrol Deputy	36,345
Office Manager	53,249	Patrol Deputy 4@	36,346
Foreman	36,586	Patrol Deputy	38,130
Assistant Foreman	42,414	Patrol Deputy	36,057
Senior HEO/Oil Distributor	36,678	Patrol Deputy	39,303
Senior HEO/Database	44,097	Patrol Deputy	37,461
Sr Heavy Equipment Operator	42,579	Admin Coord/Records Supervisor	41,899
Sr Heavy Equipment Operator	34,322	Record Spec/Training/Bond Acct	38,587
Sr Heavy Equipment Operator	34,988	Records Specialist	29,085
Sr HEO Bridge Maintenance	40,753	Records Specialist	27,772
Sr Heavy Equipment Operator	44,140	Records Specialist 2@	27,560
HEO/Traffic Light Tech/Sign Op	31,472	Records Specialist	34,927
		Records Specialist	28,333

2022 Arkansas County Employees Salary Survey

Records Specialist	27,667	Booking Clerk ADC	28,726
Appropriation Part-Time	24,700	Booking Clerk ADC	29,942
<u>Sheriff Traffic Division</u>		Detention Deputy 6@	33,744
Deputy Canine	43,204	Detention Deputy 50@	33,136
Deputy Patrol	36,361	Detention Deputy	33,838
		Detention Deputy	35,662
		Appropriation Part-Time	12,350
<u>Juvenile</u>		<u>Coroner</u>	59,379
Chief Probation Officer	56,265	Appropriation Extra Help	12,000
Asst Chief Probation Officer	55,717		
Probation Officer	34,575		
Probation Officer	42,375		
Probation Officer 2@	39,761		
Probation Officer	35,978		
Probation Officer	39,001		
Intake Coordinator	30,266		
<u>Juvenile Detention</u>			
Juvenile Detention/Captain	48,307		
Juvenile Detention Assistant	38,423		
Sergeant /Juv Det Deputy	34,882		
Sergeant /Juv Det Deputy	36,296		
Sergeant /Juv Det Deputy	38,830		
Sergeant /Juv Det Deputy	37,527		
Detention Officer 9@	31,163		
Appropriation Part-Time	26,000		
Appr Chaplain Part Time	12,350		
<u>Adult Detention</u>			
Sheriff	50,925		
Detention Administrator	56,285		
ADC Assistant Administrator	50,689		
Director of Inmate Management	42,674		
ADC Administrative Coordinator	46,199		
2nd Shift Lieutenant	47,784		
Deputy Shift Supervisor Sgt	42,089		
Deputy Shift Supervisor Sgt	38,256		
Deputy Shift Supervisor Sgt	37,558		
Deputy Shift Supervisor Sgt	40,572		
ADF Administrative Assistant	35,999		
Deputy Asst Shift Supr Corp 2@	35,271		
Deputy Asst Shift Supr Corp 2@	35,924		
Deputy Asst Shift Supr Corp	35,272		
Deputy Asst Shift Supr Corp	35,273		
ADC Fugitive Warrants/Crt Disp	30,190		
ADC Fugitive Warrants/Crt Disp	31,257		
Booking Clerk ADC 4@	29,280		

2022 Arkansas County Employees Salary Survey

WHITE -Class - 6

<u>County Judge</u>	88,839	Chief Deputy	45,771
Administrative Assistant	62,187	Deputy 4@	38,220
Benefit Manager	46,196	Deputy 3@	37,232
Road Department Assistant	42,643	Deputy	36,270
		Deputy	33,632
		Deputy	31,379
		<u>Tax Assessor Automation Fund</u>	
<u>Quorum Court</u>		Appropriation Part-Time	6,580
Justice of Peace per diem 8@	908		
Justice of Peace per diem	858	<u>Veterans Service Office</u>	
Justice of Peace per diem 2@	758	VSO Part-Time	16,848
Justice of Peace per diem 2@	708	VSO Assistant Part-Time	14,040
		VSO Assistant Part-Time	18,720
<u>County Clerk</u>	76,336		
Chief Deputy	46,564	<u>Road Department</u>	
Deputy 6@	37,232	Supervisor	60,559
Deputy	28,477	Foreman - Eastern	53,874
Deputy	35,382	Foreman - Western	53,574
Appropriation Part-Time	6,600	Foreman Shop/Office	55,484
		Truck Driver 3@	38,870
<u>Election Coordinator</u>	43,829	Truck Driver	35,995
		Truck Driver	35,270
<u>Circuit Clerk</u>	79,336	Truck Driver	31,157
Deputy	28,477	Truck Driver	36,020
Deputy	34,557	Truck Driver	35,595
Deputy	35,032	Truck Driver	35,445
Deputy	28,775	Truck Driver	37,920
		Truck Driver	36,095
<u>Recorder Cost Fund</u>		Truck Driver	38,695
Chief Deputy	46,564	Truck Driver	35,295
Deputy 4@	37,232	Truck Driver	37,795
Deputy	34,632	Truck Driver	36,070
Appropriation Part-Time	2,000	Sign Maintenance	37,395
		Operator 2@	32,278
<u>Treasurer</u>	76,336	Operator 2@	41,056
Chief Deputy	46,564	Operator 12@	40,456
		Operator	38,281
<u>Tax Collector</u>	73,736	Operator	36,277
Chief Deputy	44,978	Operator	36,756
Deputy	34,107	Operator	37,156
Deputy 3@	37,232	Operator	39,806
Deputy	34,632	Operator	38,431
Appropriation Part-Time	14,808	Operator	37,731
		Operator	39,956
<u>Tax Collector Automation Fund</u>		Operator	35,719
Appropriation Part-Time	7,840	Special Operator	37,955
		Special Operator 4@	41,056
<u>Tax Assessor</u>	75,036		

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Special Operator	39,880	Deputy	42,536
Special Operator	40,130	Deputy 3@	36,958
Special Operator	37,555	Deputy	39,097
Special Operator	39,955	Deputy	42,461
Mechanic	45,381	Deputy	44,486
Mechanic	43,431	Deputy 2@	40,027
Mechanic	42,456	Deputy 2@	41,836
Mechanic	40,735	Deputy	37,237
Appropriation Part-Time	107,520	Deputy	41,386
		Deputy	42,861
		Deputy	43,861
<u>Office of Emergency Management</u>		Deputy 2@	38,725
OEM Coordinator	58,526	Deputy	44,011
OEM/GIS	45,491	Deputy	43,286
		Deputy	39,562
<u>Emergency 911</u>		Deputy	38,632
Dispatch Supervisor	48,196	Deputy	38,818
Assistant Dispatcher Supervisor	43,646	Detective Crimes Against Women	43,336
Dispatcher	31,904	Detective Crimes Against Women	41,611
Dispatcher	38,818	Lieutenant 2@	48,736
Dispatcher	35,988	Narcotics 2@	45,136
Dispatcher	30,640	Sergeant 3@	46,336
Dispatcher	32,462	Sergeant	44,336
Dispatcher	34,546	Sergeant	43,986
Dispatcher	31,291	Other Personnel	39,416
Dispatcher	31,625	Appropriation Part-Time	100,464
Dispatcher	31,680		
Dispatcher	37,158		
Dispatcher	33,447	<u>Cops in School Fund</u>	
Dispatcher	35,958	Beebe School District	45,136
Appropriation Part-Time	7,082	Riverview School District	43,686
		White County Central School Dist	42,536
		Pangburn School District	45,136
<u>Sheriff's Department</u>			
Sheriff	85,082	<u>Juvenile</u>	
Chief Deputy	60,408	Intake Officer	48,607
Office Manager	44,242	Probation Officer	40,755
Patrol Captain	54,452	Truancy Officer	40,605
Captain Jail Administrator	54,452	Probation Officer	39,980
Clerical 5@	37,232	Officer	41,580
Bookkeeper	37,232		
Clerical	34,932	<u>Jail</u>	
Deputy	41,461	Lieutenant	48,736
Deputy 5@	45,136	Lieutenant	40,558
Deputy 2@	48,736	Sergeant 2@	32,438
Deputy	42,786	Sergeant	34,856
Deputy	42,111	Sergeant	39,066
Deputy	36,958	Sergeant	39,139
Deputy 2@	45,136	Jailer 14@	31,238
Deputy	43,161		

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Jailer 5@	39,416
Jailer 2@	31,982
Jailer 2@	31,331
Jailer 2@	32,168
Jailer	31,610
Jailer	35,144
Jailer	31,889
Jailer	33,005
Jailer	32,912
Jailer	33,749
Jailer	35,330
Jailer	33,563
Jailer	32,447
Jailer	33,842
<u>Coroner</u>	35,542
Chief Deputy	13,381
Deputy	9,666
Deputy	5,238

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FAULKNER – Class 6

<u>County Judge</u> ½	81,914	Deputy I/Real Estate	35,503
County Administrator	76,463	Deputy I/Real Estate	34,940
Office Manager	43,696	Deputy III/Real Estate	39,520
Administrative Assistant	34,957	Appropriation Part-Time	32,000
Human Resource	42,604	<u>Treasurer</u>	79,573
Appropriation Part-Time	8,000	Chief Deputy	57,824
		Deputy	41,511
		Appropriation Part-Time	34,000
<u>Quorum Court</u>		<u>Tax Collector</u>	79,573
Justice of Peace per diem 13@	516	Chief Deputy	57,824
		Admin Asst	43,531
<u>County Clerk</u>	79,573	Deputy 2@	37,446
Chief Deputy	57,824	Deputy	38,944
Dep Clerk Accts Pay	42,541	Appropriation Part-Time	30,000
Dep Clerk Probate	35,000	<u>Tax Collector Automation Fund</u>	
Deputy/VR/Elections ½	42,541	Chief Deputy	57,824
Deputy Clerk VR	36,400	Deputy ½	19,472
Deputy Clerk Probate	40,419	Appropriation Part-Time	30,000
Deputy Clerk	36,400	<u>Tax Assessor</u>	79,573
Appropriation Part-Time	17,000	Deputy Biz/Personal Property	39,968
Election Coordinator P/T	35,000	Chief Deputy	57,824
		Assistant Abstractor/Appraiser	41,080
<u>County Clerk Cost Fund</u>		GIS Technician	40,560
Deputy ½	18,382	Deputy Assessor PP 4@	38,903
Appropriation Part-Time	9,000	Deputy Personal Property	-0-
		Deputy Personal Property 2@	-0-
<u>Circuit Clerk</u>	79,573	Deputy Minerals	41,080
Chief Deputy	57,824	Assistant Abstractor	41,080
Deputy III/Child Support	35,672	Abstractor/Appraiser	36,400
Deputy I/Courts	33,749	Appraiser	40,706
Deputy II/Courts	36,400	Deputy Real Estate	36,400
Deputy III/Domestic	39,520	Senior GIS Technician	43,528
Deputy III/Civil	39,520	Deputy Homestead	38,680
Deputy II/Criminal	36,400	Deputy Commercial Property	41,700
Deputy I/Real Estate	36,400	Appropriation Part-Time	-0-
Deputy I/Real Estate	34,940	<u>Veterans Service Officer</u>	13,200
Deputy III/Real Estate	36,764	<u>Road Department</u>	
Appropriation Part-Time	60,048	County Judge ½	40,956
		OEM & 911 Director ½	26,873
<u>Recorder Cost Fund</u>		OEM Deputy Director	45,007
Circuit Clerk	79,573	Road Foreman	60,265
Chief Deputy	57,824	Job Supervisor I	46,973
Deputy II/Criminal	36,400		

2022 Arkansas County Employees Salary Survey

Job Supervisor II	43,696
Job Supervisor II	54,009
Equipment Operator 6@	38,234
Job Supervisor (Bridge)	50,251
Truck Driver 9@	43,696
Heavy Equipment Operator 18@	43,696
Mechanic II	52,435
Supervisor II	39,284
Safety Compliance Coordinator	48,066
Administrative Assistant I	42,058
Administrative Assistant II	43,696
Administrative Assistant III	37,142
Appropriation Part-Time	-0-

Office of Emergency Management & Emergency 911

OEM & 911 Director	53,746
Dispatcher 2@	35,880
PSAP Deputy <i>ADMIN</i>	41,730 <i>37,797.59</i>
911 Deputy Director	41,730
OEM Deputy Director	45,007

Sheriff's Department

Sheriff	83,224
Chief Deputy	66,680
Patrol Commander Lieutenant	63,040
Patrol SGT 2@	46,800
Administrative Commander	46,800
Patrol Corporal 3@	44,720
Civil Process Supervisor	42,640
Deputy 22@	41,600
Investigator 9@	43,600
Public Info Officer	38,453
CID - Lieutenant	50,960
Bailiff 4@	37,960
Bailiff Supervisor	38,480
Dispatcher Supervisor	42,120
Dispatcher 8@	35,880
Asst Dispatch Sup	37,960
IT Coordinator	50,960
Fiscal Officer	50,960
Bonds/Fines Senior Clerk	34,320
Bonds/Fines Clerk 2@	32,240
Executive Assistant	36,400
Data Entry Clerk	32,240
Administrative Deputy	37,440
CID Receptionist	30,160
Cops Grant Deputies 6@	41,600

Court Room Security 6@	36,400
Appropriation Part-Time	80,000

Juvenile

Juvenile Director	44,720
Juvenile Detention Off 7@	35,360

Jail

Director of Regulatory Service & Special Operations	60,528
Detention Lieutenant 2@	41,829
Detention Sergeant 2@	37,305
Detention Officer Corporal 5@	37,440
Detention LT 2@	44,720
Detention SGT	39,520
Corporal 7@	33,373
Jail Receptionist	30,160
Detention Officer 48@	35,360
Detention Staff LT	41,829
Assistant	31,843
Transport Officer 3@	36,400
Transport Officer CPL	36,213
Nurse	-0-
Captain/Jail Administrator	57,200
Appropriation P/T Labor	50,000

Coroner

Coroner Assistant	69,255
Deputy Coroner	41,600
Appropriation Part-Time	41,600
	20,800

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FRANKLIN – Class 2

County Judge ½	23,665	Tax Assessor	45,220
Administrative Assistant	33,031	Chief Deputy	30,951
County Attorney	22,760	Deputy	27,872
Appropriation Part-Time	1,800	Deputy	27,935
		Deputy	28,642
		Appropriation Part-Time	10,000
		Veterans Service Officer	14,102
Quorum Court		Road Department	
Justice of Peace per diem 9@	500	County Judge ½	23,665
		Foreman	34,716
County Clerk	45,220	Foreman	38,647
Chief Deputy	31,679	Road Worker 3@	30,000
Deputy	27,872	Road Worker	30,805
Deputy	28,600	Road Worker	33,759
Deputy	28,122	Road Worker 2@	30,992
Appropriation Part-Time	3,000	Road Worker	31,928
		Road Worker 2@	30,909
Clerk Automation Fund		Road Worker	32,303
Appropriation Extra Help	-0-	Road Worker	32,511
		Road Worker	32,719
Circuit Clerk	45,220	Road Worker	32,552
Chief Deputy	31,117	Road Worker	29,952
Deputy	28,954	Road Worker	31,471
Deputy	28,413	Road Worker	32,927
Deputy	27,956	Road Worker	32,802
Deputy	27,700	Road Worker	30,930
		½ Road Worker ½ Grave	15,455
Recorder Cost Fund		Admin Asst	14,040
Appropriation Part-Time	3,200	Appropriation Part-Time	38,800
		Office of Emergency Management	
Treasurer	45,220	OEM Coordinator	35,007
Chief Deputy	31,679		
Deputy	28,392	Emergency 911	
		911 Communications Director	1,500
Treasurer Automation Fund		Appropriation Part-Time	15,480
Appropriation Part-Time	-0-	Supervisor	35,001
		Dispatcher 8@	30,992
Tax Collector	45,220	Dispatcher	31,824
Chief Deputy	31,741	Appropriation Part-Time	68,800
Deputy	28,330		
Deputy ¾	27,935	Sheriff's Department	
Appropriation Part-Time	-0-	Sheriff	44,589
		Deputy Sheriff	31,242
Tax Collector Automation Fund		CID	36,679
Appropriation Part-Time	20,000	CID	37,076

2022 Arkansas County Employees Salary Survey

Deputy 2@	35,179
Deputy	35,464
Deputy	35,319
Deputy	35,597
Chief Deputy	39,095
Bonds & Fines Clerk	28,101
Sergeant 2@	35,597
Appropriation Part-Time	21,600

School Resource Officer 38,622

Juvenile

Intake Officer	33,600
Probation Officer	32,438

Jail

Jail Administrator	30,727
Jailer	28,184
Jailer 9@	28,101
Jailer 2@	28,106
Jailer	30,035
Clerk	28,475
Appropriation Part-Time	35,230

Coroner

Appropriation Part-Time 2@	16,082
	6,916

Election

Election Clerk	15,000
Poll Worker	20,000
Election Commissioner	10,000
Election Coordinator	28,080

2021 Arkansas County Employees Salary Survey

FAULKNER – Class 6

<u>County Judge</u> ½	39,381	Deputy	39,915
County Administrator	73,522	Appropriation Part-Time	34,000
Office Manager	42,016	<u>Tax Collector</u>	76,512
Administrative Assistant	33,612	Chief Deputy	41,857
Human Resource	40,965	Deputy 3@	36,006
Appropriation Part-Time	8,000	Deputy ½	18,723
<u>Quorum Court</u>		<u>Tax Collector Automation Fund</u>	
Justice of Peace per diem 13@	516	Chief Deputy	51,005
		Deputy ½	18,723
		Appropriation Part-Time	30,000
<u>County Clerk</u>	76,512	<u>Tax Assessor</u>	76,512
Chief Deputy	51,005	Deputy Biz/Personal Property	35,931
Deputy 2@	40,905	Chief Deputy	51,005
Deputy 2@	35,000	Assistant Abstractor/Appraiser	35,931
Deputy/VR/Elections ½	20,452	GIS Technician	33,612
Deputy ½	17,675	Deputy Personal Property 2@	35,931
Appropriation Part-Time	18,000	Deputy Personal Property	37,056
		Deputy Personal Property 2@	34,806
<u>County Clerk Cost Fund</u>		Deputy Minerals	33,612
Deputy ½	17,675	Assistant Abstractor	35,575
Appropriation Part-Time	11,000	Abstractor/Appraiser	31,512
		Appraiser	36,141
<u>Election Coordinator</u>	51,005	Deputy Real Estate	32,562
VR/Election Assistant ½	20,452	Senior GIS Technician	39,915
		Deputy Homestead	35,931
<u>Circuit</u>		Deputy Commercial Property	37,596
Deputy III/Child Support	34,300	Appropriation Part-Time	1,500
Deputy I/Courts	32,451	<u>Veterans Service Officer</u>	12,000
Deputy II/Courts	35,000		
Deputy III/Domestic	38,000	<u>Road Department</u>	
Deputy III/Civil	38,000	County Judge ½	39,381
Appropriation Part-Time	28,048	OEM & 911 Director ½	25,839
		OEM Deputy Director	43,276
<u>Recorder Cost Fund</u>		Road Foreman	57,947
Circuit Clerk	76,512	Job Supervisor I	45,167
Chief Deputy	51,005	Job Supervisor II	42,016
Deputy II/Criminal	35,000	Job Supervisor II	51,931
Deputy I/Real Estate	34,138	Equipment Operator 6@	36,764
Deputy I/Real Estate	33,596	Job Supervisor (Bridge)	48,318
Deputy III/Real Estate	38,000	Truck Driver 9@	42,016
Appropriation Part-Time	32,000	Heavy Equipment Operator 18@	42,016
		Mechanic II	50,419
<u>Treasurer</u>	76,512	Supervisor II	37,814
Chief Deputy	51,005	Safety Compliance Coordinator	46,217

2021 Arkansas County Employees Salary Survey

Administrative Assistant I	40,440	Detention Officer 16@	28,938
Administrative Assistant II	42,016	Juvenile Detention Officer 7@	28,938
Administrative Assistant III	35,713	Medical Assistant	28,938
Appropriation Part-Time	50,000	Transport Officer 2@	33,192
<u>Office of Emergency Management & Emergency 911</u>		Nurse	36,974
OEM & 911 Director ½	25,839	Captain/Jail Administrator	46,427
Dispatcher 2@	31,091	Appropriation Contract Labor	42,000
PSAP Deputy	36,343	<u>Coroner</u>	66,591
911 Deputy Director	40,125	Coroner Assistant	40,000
Appropriation Part-Time	4,000	Deputy Coroner	40,000
		Appropriation Part-Time	20,000
<u>Sheriff's Department</u>			
Sheriff	80,023		
Chief Deputy	63,024		
Patrol Commander Lieutenant	46,427		
Shift Commander SGT 2@	41,175		
Administrative Commander	43,801		
Asst Shift Comm Corporal 3@	39,074		
Civil Process Supervisor	39,074		
Deputy 16@	36,974		
Investigator 8@	41,175		
CID - Lieutenant	46,427		
Investigator Sergeant	43,276		
Bailiff 4@	35,293		
Bailiff Supervisor - Corporal	35,870		
Dispatcher Supervisor	36,343		
Dispatcher 6@	31,091		
IT Coordinator	47,478		
Fiscal Officer	47,478		
Bonds/Fines Senior Clerk	32,562		
Bonds/Fines Clerk 2@	30,461		
Executive Assistant	33,612		
Data Entry Clerk	30,461		
Administrative Deputy	31,196		
CID Receptionist	28,308		
Court Room Security 6@	33,192		
Appropriation Part-Time	70,000		
<u>Jail</u>			
Director of Regulatory Service & Special Operations	57,982		
Detention Lieutenant	40,220		
Detention Sergeant	35,870		
Juvenile Director Sergeant	38,024		
Detention Officer Corporal 5@	32,089		
Jail Receptionist	28,308		



QuickFacts

Garland County, Arkansas; Sebastian County, Arkansas; Jefferson County, Arkansas; White County, Arkansas; Saline County, Arkansas; Craighead County, Arkansas

QuickFacts provides statistics for all states and counties, and for cities and towns with a *population of 5,000 or more*.

Table

All Topics	Garland County, Arkansas	Sebastian County, Arkansas	Jefferson County, Arkansas	White County, Arkansas	Saline County, Arkansas	Craighead County, Arkansas
Population, Census, April 1, 2020	100,180	127,799	67,260	76,822	123,416	111,231
PEOPLE						
Population						
Population Estimates, July 1 2021, (V2021)	△ 100,330	△ 128,400	△ 65,861	△ 77,207	△ 125,233	△ 112,218
Population estimates base, April 1, 2020, (V2021)	△ 100,180	△ 127,799	△ 67,260	△ 76,822	△ 123,416	△ 111,231
Population, percent change - April 1, 2020 (estimates base) to July 1, 2021, (V2021)	△ 0.1%	△ 0.5%	△ -2.1%	△ 0.5%	△ 1.5%	△ 0.9%
Population, Census, April 1, 2020	100,180	127,799	67,260	76,822	123,416	111,231
Population, Census, April 1, 2010	96,024	125,744	77,435	77,076	107,118	96,443
Age and Sex						
Persons under 5 years, percent	△ 5.2%	△ 6.4%	△ 5.7%	△ 5.6%	△ 5.5%	△ 6.5%
Persons under 18 years, percent	△ 19.9%	△ 23.9%	△ 21.6%	△ 23.2%	△ 23.1%	△ 25.0%
Persons 65 years and over, percent	△ 24.4%	△ 16.7%	△ 18.7%	△ 16.6%	△ 18.3%	△ 14.0%
Female persons, percent	△ 51.5%	△ 50.8%	△ 50.3%	△ 51.1%	△ 51.0%	△ 51.3%
Race and Hispanic Origin						
White alone, percent	△ 86.7%	△ 81.6%	△ 39.6%	△ 91.5%	△ 86.9%	△ 78.5%
Black or African American alone, percent (a)	△ 8.8%	△ 7.0%	△ 57.4%	△ 4.7%	△ 9.3%	△ 17.5%
American Indian and Alaska Native alone, percent (a)	△ 0.8%	△ 2.5%	△ 0.5%	△ 0.7%	△ 0.6%	△ 0.6%
Asian alone, percent (a)	△ 0.9%	△ 4.7%	△ 1.0%	△ 0.9%	△ 1.4%	△ 1.3%
Native Hawaiian and Other Pacific Islander alone, percent (a)	△ 0.1%	△ 0.2%	△ 0.1%	△ 0.1%	△ 0.1%	△ 0.1%
Two or More Races, percent	△ 2.7%	△ 3.9%	△ 1.4%	△ 2.2%	△ 1.7%	△ 2.0%
Hispanic or Latino, percent (b)	△ 6.4%	△ 15.4%	△ 2.5%	△ 4.8%	△ 5.7%	△ 5.5%
White alone, not Hispanic or Latino, percent	△ 81.1%	△ 68.0%	△ 37.8%	△ 87.2%	△ 81.9%	△ 73.7%
Population Characteristics						
Veterans, 2016-2020	8,399	8,817	3,889	4,971	8,763	5,229
Foreign born persons, percent, 2016-2020	4.3%	8.7%	1.7%	2.8%	3.1%	3.9%
Housing						
Housing units, July 1, 2021, (V2021)	52,471	57,150	30,635	33,482	52,127	47,994



QuickFacts

Faulkner County, Arkansas

QuickFacts provides statistics for all states and counties, and for cities and towns with a **population of 5,000 or more**.

Table

All Topics	Faulkner County, Arkansas
Population, Census, April 1, 2020	123,498
PEOPLE	
Population	
Population Estimates, July 1 2021, (V2021)	△ 125,106
Population estimates base, April 1, 2020, (V2021)	△ 123,498
Population, percent change - April 1, 2020 (estimates base) to July 1, 2021, (V2021)	△ 1.3%
Population, Census, April 1, 2020	123,498
Population, Census, April 1, 2010	113,237
Age and Sex	
Persons under 5 years, percent	△ 5.8%
Persons under 18 years, percent	△ 22.8%
Persons 65 years and over, percent	△ 13.2%
Female persons, percent	△ 51.2%
Race and Hispanic Origin	
White alone, percent	△ 83.0%
Black or African American alone, percent (a)	△ 12.5%
American Indian and Alaska Native alone, percent (a)	△ 0.7%
Asian alone, percent (a)	△ 1.3%
Native Hawaiian and Other Pacific Islander alone, percent (a)	△ 0.1%
Two or More Races, percent	△ 2.4%
Hispanic or Latino, percent (b)	△ 4.5%
White alone, not Hispanic or Latino, percent	△ 79.0%
Population Characteristics	
Veterans, 2016-2020	6,569
Foreign born persons, percent, 2016-2020	3.6%
Housing	
Housing units, July 1, 2021, (V2021)	52,709
Owner-occupied housing unit rate, 2016-2020	69.4%

<u>NAME</u>	<u>POSITION</u>	<u>YEARS OF SERVICE</u>
SHELIA BELLOTT	OEM/911 DIRECTOR FLOODPLAIN ADMINISTRATOR	27

OVERSEE AND MANAGE ALL OPERATIONS FOR THE OFFICE OF EMERGENCY MANAGEMENT, 911, AND FLOODPLAIN MANAGEMENT.

BUDGETS

CREATE AND MAINTAIN BUDGETS FOR OEM AND PSAP.
 DO PURCHASE ORDERS FOR ALL PURCHASING FROM OEM AND PSAP BUDGETS
 MAINTAIN AND UPDATE ALL CONTRACTS FOR OEM, 911, AND PSAP

911

MAINTAIN 911 MAPS
 MAINTAIN AND UPDATE GIS CONTRACTS ANNUALLY
 ASSIGN NEW 911 ADDRESSES
 SEND ADDRESS VERIFICATIONS TO UTILITY COMPANIES, LENDERS & USPS
 ASSIST DEVELOPERS & SURVEYORS WITH ROAD NAME APPROVALS
 APPROVE & STAMP NEW SUBDIVISION PLATS FOR DEVELOPERS & SURVEYORS
 EMAIL FIRST RESPONDERS, ASSESSOR, USPS, COUNTY CLERK, SHERIFFS OFFICE DISPATCH & PAFFORD REGARDING NEW STREETS
 ASSIST COUNTY ASSESSORS OFFICE WITH PARCEL ADDRESS DISCREPANCIES
 ASSIST COUNTY CLERKS OFFICE WITH VOTER ADDRESS DISCREPANCIES
 WORK WITH CITY AND COUNTY OFFICIALS FOR UPDATED 911 CENTER CONSOLIDATION EFFORTS
 FACILITATE 5 YEAR 911 UPGRADE

GIS MAPPING

ADD NEW ADDRESS POINTS TO 911 MAP
 ADD NEW STREETS & SUBDIVISIONS TO 911 MAP
 UPDATE ADDRESS POINT DATA WITH NEW OWNER/RENTER INFO
 ASSIST DATASCOU WITH DATA TO UPDATE SHERIFFS OFFICE DISPATCH MAPS
 ASSIST STATE GIS OFFICE WITH DATA TO UPGRADE OUR COUNTY TO NEXT-GEN 911
 SUBMIT DATA TO GOOGLE TO GET THEIR MAPS CORRECT WHICH ASSISTS COUNTY RESIDENTS WITH GPS & PACKAGE DELIVERY ISSUES

MSAG

UPDATE AT&T MASTER STREET ADDRESS GUIDE ONLINE
 DISSIMENATE UPDATED MSAG MONTHLY TO DISPATCH
 WILL CORRECT ANI/ALI AND MAPPING DISCREPANCIES FOUND IN 911 AND MSAG DATA.
 WILL SUBMIT AN ANNUAL PSAP REIMBURSEMENT REPORT.

ROAD SIGNS

MAINTAIN ROAD NAME SIGN INVENTORY FOR ALL COUNTY ROADS AND THE CITIES OF WOOSTER, HOLLAND, DAMASCUS, TWIN GROVES, ENOLA, MOUNT VERNON, GUY, & QUITMAN
 PLACE NEW SIGN ORDERS
 SUBMIT 811 TICKETS TO INSURE NO UNDERGROUND UTILITIES ARE HIT WHEN INSTALLING NEW ROAD SIGNS
 INSTALL ALL ROAD NAME SIGNS FOR ALL COUNTY ROADS AND SIGNS FOR THE CITIES OF WOOSTER, HOLLAND, DAMASCUS, TWIN GROVES, ENOLA, MOUNT VERNON, GUY, & QUITMAN
 CONTACT STATE HIGHWAY DEPARTMENT AND COUNTY ROAD DEPT OF MISSING STOP SIGNS THROUGHOUT THE COUNTY

FLOODPLAIN MANAGENT

OBTAIN CERTIFIED FLOODPLAIN MANAGER CERTIFICATION
ADMINISTER THE COUNTY FLOODPLAIN MANAGEMENT PROGRAM, INSURING COMPLIANCE WITH THE NATIONAL FLOOD INSURANCE PROGRAM AND COUNTY ORDINANCE 11-15 FOR UNINCORPORATED FAULKNER COUNTY.
ADMINISTER FLOODPLAIN PROGRAM FOR THE FOLLOWING INCORPORATED CITIES: ENOLA, HOLLAND, MT.VERNON, TWIN GROVES, GUY, AND DAMASCUS.
ATTEND ANNUAL SPRING AND FALL ARKANSAS FLOODPLAIN MANAGEMENT ASSOCIATION CONFERENCE AND TRAINING.
ASSIST WITH PUBLIC INFORMATION, PERMITTING, MAPPING, AND SITE VISITS ASSOCIATED WITH THE FAULKNER COUNTY FLOODPLAIN MANAGEMENT PROGRAM.
ASSIST LOCAL SURVEYORS WITH ELEVATION CERTIFICATE REQUIREMENTS
ASSIST COUNTY ROAD DEPT WITH FLOODPLAIN PERMITS
EDUCATE COUNTY RESIDENTS ON OBTAINING A LOMA, CLOMR, LOMR, LOMR-F FROM FEMA.
WORK WITH STAKEHOLDERS TO PROVIDE INFORMATION REGARDING THE FLOODPLAIN MANAGEMENT PROGRAM.
ATTEND CONTINUING EDUCATION COURSES, THROUGHOUT THE YEAR, TO INSURE CEU'S ARE MET FOR CFM CERTIFICATION REQUIREMENTS.
ADMINISTER THE COUNTY FLOODPLAIN MANAGEMENT PROGRAM, INSURING COMPLIANCE WITH THE NATIONAL FLOOD INSURANCE PROGRAM AND COUNTY ORDINANCE 11-15.
OBTAIN CERTIFIED FLOODPLAIN MANAGEMENT LICENSE
ASSIST WITH PUBLIC INFORMATION, PERMITTING, MAPPING, AND SITE VISITS ASSOCIATED WITH THE FAULKNER COUNTY FLOODPLAIN MANAGEMENT PROGRAM.
WORK WITH STAKEHOLDERS TO PROVIDE INFORMATION REGARDING THE FLOODPLAIN MANAGEMENT PROGRAM.
ATTEND CONTINUING EDUCATION COURSES, THROUGHOUT THE YEAR, TO INSURE CEU'S ARE MET FOR CFM CERTIFICATION REQUIREMENTS.
PROVIDE DOCUMENTS FOR REQUIRED COMMUNITY ASSISTED VISITS WITH STATE OF ARKANSAS NATURAL RESOURCE DIVISION AND FEMA
CONDUCT SUBSTANTIAL DAMAGE ESTIMATING POST FLOOD EVENT

EMERGENCY MANAGEMENT

WILL RESPOND TO EMERGENCY SITUATIONS, SUCH AS EVACUATIONS, SEARCH AND RESCUES, OR NATURAL DISASTERS, AND MISSING CHILDREN WHEN REQUESTED.
MAY INCLUDE TRAVELING POSSIBLE DAMAGED LOCATIONS, FILLING OUT FLASH REPORTS, AND TAKING PHOTOS.
WILL COORDINATE DAMAGE ASSESSMENT TEAMS IMMEDIATELY FOLLOWING A NATURAL DISASTER IN WHICH DAMAGE MAY OCCUR.
ADMINISTRATOR OF THE CODED EMERGENCY ALERT NOTIFICATION SYSTEM.
RESPONSIBLE FOR TRAINING OF THOSE AUTHORIZED TO LAUNCH A CODED EMERGENCY ALERT NOTIFICATION.
ANNUALLY UPDATE THE CODED CONTRACT AND PROVIDE UPDATES TO THE INFORMATION DATABASE.
MANAGE AND FACILITATE SMART 911 FACILITIES AND RAVE PANIC BUTTON.
WILL ACTIVATE WEATHER NET IN THE EVENT SEVERE WEATHER IS ANTICIPATED TO AFFECT FAULKNER COUNTY.
ANNUALLY MAINTAIN, UPDATE, AND IMPLEMENT THE FAULKNER COUNTY EMERGENCY MANAGEMENT PLAN.
MAINTAIN MOU'S WITH OTHER AGENCIES, RESOURCE LISTS, SUPPLIES, AND CONTACT INFORMATION.
WILL ATTEND ARKANSAS EMERGENCY MANAGEMENT CONFERENCE ANNUALLY
WILL ATTEND TRAINING AS REQUIRED, AND OTHERS TO ENHANCE MY ABILITY TO PERFORM THE DUTIES OF MY JOB.
WILL ASSIST SCHOOLS, BUSINESS AND INDUSTRY WITH TORNADO WALKTHROUGHS AND GENERAL SAFETY PLANNING AS REQUESTED.
WILL SERVE AS THE EMERGENCY OPERATIONS CENTER COORDINATOR IF NEEDED.
PLAN AND CONDUCT AN EXERCISE ANNUALLY IN COMPLIANCE WITH THE EMERGENCY MANAGEMENT PERFORMANCE GRANT
SUBMIT AFTER ACTION AND INMPROVEMENT PLANS TO THE ARKANSAS DIVISION OF EMERGENCY MANAGEMENT
SUBMIT QUARTERLY PERFORMANCE REPORTS AND QUARTERLY EXPENSE REPORTS FOR EMERGENCY MANAGEMENT PERFORMANCE GRANT.
WILL BE THE ESF COORDINATOR AND PRIMARY AGENCY IN ESF#5 EMERGENCY MANAGEMENT AND ESF# 2 COMMUNICATIONS OF THE FAULKNER COUNTY EMERGENCY MANAGEMENT PLAN
SERVE ON THE FAULKNER COUNTY SAFETY COMMITTEE CONDUCTION ACCIDENT INVESTIGATIONS AS NEEDED
SERVE ON THE FAULKNER COUNTY LOCAL EMERGENCY PLANNING COMMISSION
ASSIST IN GROUND MAINTENANCE AT THE OEM OFFICE. (MOWING, WEED EATING, WEED SPRAYING, ETC. AS NEEDED)
MAINTAIN AND SCHEDULE CALENDAR FOR USE OF TRAINING ROOM.
SCHEDULE ROUTINE MAINTENANCE ON COUNTY VEHICLE

KEEP MAINTENANCE RECORDS OF COUNTY VEHICLE
PERFORM MONTHLEY VEHICLE INSPECTIONS ON RESPONSE VEHICLES.
SERVE ON FAULKNER COUNTY FAIR PARADE SAFETY COMMITTEE
RESPOND TO NEIGHBORING COUNTIES FOR MUTUAL AID WHEN NEEDED
COORDINATE UPDATE TO COUNTY HAZARD MITIGATION PLAN
COORDINATE AND DOCUMENT FOR REIMBURSEMENT EXPENSES ASSOCIATED WITH NATURAL DISASTERS AND INPUT IN GRANTS PORTAL.
COORDINATE SAND BAG EFFORTS FOR FLOOD EVENTS

PUBLIC OUTREACH

WILL PARTICIPATE IN PUBLIC OUTREACH PROGRAMS THROUGHOUT THE YEAR
PROMOTE CODERED, FLOODPLAIN PROGRAM, COMMUNITY PREPAREDNESS AND SMART 911
PARTICIPATE AT BOOTH FOR THE FAULKNER COUNTY FAIR
PARTICIPATE AT BOOTH FOR THE RURAL FIRE SHOW
PARTICIPATE AT BOOTH FOR CHDC ANNUAL EVENT
PARTICIPATE AT BOOTH FOR CONWAY ANNUAL CHILD SAFETY FAIR
ATTEND QUORUM COURT, BUDGET & FINANCE, PERSONNEL MEETINGS HELD BY FAULKNER COUNTY QUOURUM COURT

HAZARDOUS MATERIALS

AVAILABLE 24/7, UNLESS CHECKED OUT OF SERVICE, TO RESPOND TO ANY HAZARDOUS MATERIAL INCIDENT, OR EMERGENCY SITUATION.
WILL RESPOND TO HAZARDOUS MATERIAL SPILLS AND EMERGENCY SITUATIONS WHEN REQUESTED. WILL DOCUMENT, AND REPORT INCIDENT TO THE ARKANSAS DIVISION OF EMERGENCY MAN
WILL INVESTIGATE NATIONAL RESPONSE CENTER REPORTS AND REPORT TO THE ARKANSAS DIVISION OF EMERGENCY MANAGEMENT
WORK WITH BUSINESS AND INDUSTRY THAT USE OR STORE LARGE QUANTITIES OF HAZARDOUS MATERIALS, TO INSURE COMPLIANCE WITH FAULKNER COUNTY ORDINANCE 08-14.
ATTEND REQUIRED TRAINING THROUGHOUT THE YEAR, TO INSURE CEU'S ARE MET FOR MAINTAINING HAZMAT TECHNICIAN CERTIFICATION.
MAINTAIN TIER TWO REPORTS FROM BUSINESS AND INDUSTRY, AND FORWARD TO THE PROPER FIRE DEPARTMENT'S FOR THEIR RECORDS.
ANNUALLY REQUEST TIER TWO'S FROM THE ARKANSAS DIVISION OF EMERGENCY MANAGEMENT AND DOWNLOAD TO CAMEO AND MARPLOT.

FIRE SERVICE

WILL PROVIDE TRAINING TO FIRST RESPONDERS IF REQUESTED.
WILL OVERSEE QUARTERLY FIRE CHIEFS MEETINGS TO DISSEMINATE INFORMATION AND TRAINING TO ALL FIRE CHIEFS.
ASSIST VOLUNTEER FIRE DEPARTMENTS WITH ACT 833 APPLICATIONS.
SEND COPIES OF TIER II REPORTING FACILITES TO FIRE DEPARTMENTS
FACILITATE, MAINTAIN AND UPDATE READYOP TEXT NOTIFICATION FOR FIRE DEPARTMENTS AND FIRST RESPONDERS.

COMMUNICATIONS

MAINTAIN 6 REPEATER SITES FOR COMMUNICATIONS FOR VOLUNTEER FIRE DEPARTMENTS AT GREENBRIER, BEAVERFORK, ROUND MOUNTAIN, BILLYGOAT MOUNTAIN, GUY, AND MT. VERNON
THIS INCLUDED BACKUP GENERATORS, AND SITE MAINTENANCE.
COUNDUCT MONTHLY SITE VISITS TO INSURE ALL IS WORKING AS SHOULD BE.
ADMINISTER AND FACILITATE READYOP TEXT NOTIFICATION FOR FIRST RESPONDERS
MAINTAIN AND UPDATE FCC REPEATER LICENSES FOR VFD REPEATERS.

GRANTS

WILL ADMINISTER THE HOMELAND SECURITY GRANTS AND ALL INVOLVED WITH EACH GRANT FOR CONWAY BOMB SQAD, SWAT, AND HAZMAT TEAM
WILL ADMINISTER THE EMERGENCY MANAGEMENT PERFORMANCE GRANT.
APPLY AND ADMINISTER, WHEN AWARDED, HAZARD MITIGATION GRANTS FOR BRIDGE REPLACEMENT PROJECTS AND HAZARD MITIGATION PLAN UPDATES

****REQUIRED**

CERTIFICATIONS

WILL COMPLETE ICS COURSES 100,120.A, 200,230.B,235A,240A,242A,244A,G241, 300, 400, 700, 800,
WILL COMPLETE HAZARDOUS MATERIALS TECHNICIAN LEVEL CERTIFICATION
WILL COMPLETE MANAGEMENT AND DEVELOPMENT IN THE NATIONAL FLOOD INSURANCE PROGRAM
WILL OBTAIN CERTIFIED FLOODPLAIN MANAGER CERTIFICATION LICENSE AR-10-00215
WILL COMPLETE CAMEO AND MARPLOT TRAINING FOR TIER II REPORTING REQUIREMENTS FOR LOCAL EMERGENCY PLANNING COMMISSION.
FCC AMATUER RADIO LIC KF55YY
Y604 FIRST RESPONDER
XSOLUTION ADMINISTRATOR TRAINING
WILDLAND FIRE SUPPRESSION
VINE JUSTICE EXCHANGE AND ALERT EXPRESS
TRANSCAER COMMUNITY AWARENESS AND EMERGENCY RESPONSE
UNION PACIFIC TANK CAR SAFETY COURSE
SV0004 FLOODPLAIN DESIGN, CONSTRUCTION, AND IMPACTS ON FLOOD INSURANCE
SUBSTANTIAL DAMAGE ESTIMATOR 2010, 2011,2016
BUILDING DIAGRAM TYPES AND ELEVATION CERTIFICATES
SEVERE WEATHER STORM SPOTTER TRAINNG COURSE
SENIOR OFFICIALS WORKSHOP FOR ALL HAZARDS PREPAREDNESS
SAMPLING FOR HAZARDOUS MATERIALS
PIPELINE AWARENESS 2008,2010,2013
NEW MADRIC SEISMIC ZONE PLANNING
MASTER PUBLIC INFORMATION OFFICER
FIRE MODULES
2 PERSONAL PROTECTIVE EQUIPMENT
3 FIRE HOSE
4 LADDERS
5 ENTRY VENT AND LOSS CONTROL
6 STREAMS & EXTINGUISHERS
9A COMM ICS NFIRS
9B BASIC SEARCH AND RESCUE
13 AUTO EXTRICATION
17 EMS 1ST RESPONDER
FEMA E273 MANAGING FLOODPLAIN DEVELOPMENT THROUGH THE NFIP 2008, 2009, 2010
LEVEL 2 CJIS SECURITY TRAINING 2020, 2022
INTRO TO USING RESOURCE KIND AND TYPING FOR EMERGENCY MANAGERS
INCIDENT RESPONSE TO TERRORIST BOMBING
INCIDENT RESPONSE FOR EMERGENCY MANAGERS
HOMELAND SECURITY EXERCISE EVALUATION GUIDGE
HOMEGROWN TERRORISM
HAZMAT AWARENESS
HAZMAT OPERATIONS
HAZMAT TECHNICIAN
HAZARDOUS MATRIALS TRANSPORTATION
HAZARDOUS MATRIALS RISK ASSESSMENT MONITORING AND DETECTION STRATEGIES
HAZARDOUS MATERIALS RISK ASSESSMENT CHEMICAL NOMENCLATURE CBRNE ASSESSMENT AND RISK BASED RESPONSE DURING AN ACCIDENT
G775 EOC MANAGEMET AND OPERATIONS

G557 RAPIDS NEEDS ASSESSMENT
G366 PLANNING FOR THE NEEDS OF CHILDREN IN DISASTERS
G364 MULTI HAZARDS PLANNING FOR SCHOOLS
G357 EMERGENCY RESPONSE TO CRIMINAL AND TERRORIST INCIDENT
G317 COMMUNITY EMERGENCY RESPONSE TEAM
G270.4 RECOVERY FROM DISASTER
G241 DECISION MAKING AND PROBLEM SOLVING
G191 ICS EOC INTERFACE
G110 EMERGENCY MANAGEMENT OPERATIONS
FEMA REGION 6 PRESENTING CODES AND REGULATIONS
FEMA IS-1006 DISASTER MANAGEMENT AND DEVELOPING PROJECT FILES
FEMA IS 22 CITIZEN PREPAREDNESS
EPA SAMPLING FOR HAZARDOUS MATERIALS
EMERGENCY VEHICLE DRIVING
EMERGENCY RESPONDER METH LAB AWARENESS
DEFENSIVE DRIVING
CRISIS RESPONSE EMOTIONAL FIRST AID
CRISIS LEADERSHIP AND DECISION MAKING FOR ELECTED OFFICIALS
NFIP CODES AND REGS
CERTIFIED MOULAGE TECH
NFIP USING CODE TO SET COMPLIANCE
NFIP ELEVATOR CERTIFICATES
NFIP BASE LEVEL ENGINEERING
BASIC FLOODPLAIN ADMINISTRATOR TRAINING
AWR-160 WMD STANDARDIZED TRAINING PROGRAM
ATC-20 WORKSHOP EARTHQUAKE BLDG, RETROFITTING, AND DAMAGE ASSESSMENT

AWARDS

2012 FLOODPLAIN AWARD COUNTY OF THE YEAR BY ARKANSAS NATURAL RESOURCE DIVISION
2013 CENTRAL AREA EMERGENCY MANAGEMENT COORDINATOR OF THE YEAR BY ARKANSAS DIVISION OF EMERGENCY MANAGEMENT
2013 STATE OF ARKANSAS EMERGENCY MANAGEMENT COORDINATOR OF THE YEAR BY ARKANSAS DIVISION OF EMERGENCY MANAGEMENT
2013 CERTIFICATE OF CONGRESSIONAL RECOGNITION BY SENATOR TIM GRIFFINS OFFICE
2016 OUTSTANDING FLOODPLAIN MANAGER BY ARKANSAS NATURAL RESOURCE DIVISION
2019 FLOODPLAIN AWARD COUNTY OF THE YEAR BY ARKANSAS NATURAL RESOURCE DIVISION
2019 OUTSTANDING FLOODPLAIN MANAGER BY ARKANSAS NATURAL RESOURCE DIVISION
2021 OUTSTANDING FLOODPLAIN MANAGER BY ARKANSAS NATURAL RESOURCE DIVISION

NAME

JIMMY WIEDOWER

POSITION

OEM CHIEF DEPUTY

YEARS OF SERVICE

4.5 YRS AT FAULKNER CO.

911 ADDRESSING

SEND ADDRESS VERIFICATIONS TO UTILITY COMPANIES
NOTIFY ASSESSORS OFFICE AND POST OFFICE
ISSUE NEW ADDRESSES

GIS MAPPING

ENTER NEW ADDRESS POINTS ON MAP
CONFIGURE MAP TO SHOW FIRE DISTRICT INFORMATION (ACREAGE, POPULATION)
PLOT FIRE DEPT. AND HYDRANTS ON MAP
ADD STORM SHELTERS

MSAG

MONITOR ESN BOUNDARIES TO KEEP RESPONDING AGENCIES UPDATED

ROAD SIGNS

ORDER NEW SIGNS
FILL OUT WORKORDERS FOR INSTALLATION OF SIGNS
INSTALL AND MAINTAIN COUNTY ROAD SIGNS

FLOODPLAIN MANAGEMENT

CONDUCT BASIC FLOODPLAIN ADMINISTRATION DUTIES WHEN PEOPLE CALL WITH QUESTIONS

EMERGENCY MANAGEMENT

CONDUCT AND PLAN EXERCISES. CONDUCT DAMAGE ASSESSMENTS WHEN NEEDED
PREPARE, MITIGATE, RESPOND AND HELP RECOVERY EFFORTS FOR FAULKNER CO.
UPDATE THE COUNTY'S EOP COMPILE YEARLY NIMS REPORT HAZARD MITIGATION PLAN UPDATE
YARDWORK AROUND OEM OFFICE CLEAN SHOP MAINTAIN AND REPAIR EQUIPMENT AT OEM OFFICE
ASSURE THAT SANDBAG INVENTORY IS MAINTAINED
ASSURE THAT ASSIGNED COUNTY VEHICLE IS MAINTAINED MAKE SURE OFFICE SECURITY SYSTEM IS WORKING

PUBLIC OUTREACH

PARTICIPATE IN LEPC MEETINGS SPEAK TO GROUPS ABOUT FAULKNER CO. EMERGENCY MANAGEMENT WORK

MEMBER OF NATION WEATHER SERVICE ITEGRATED WARNING TEAM MEMBER OF FAIR PARADE COMMITTEE
VIICE PRSIDENT AND OF ARKANSAS EMERGENCY MANAGEMENT ASSOCIATION
FAIR BOOTH

HAZARDOUS MATERIALS RESPONSE

RESPOND 24/7, 365 TO INCIDENTS INVOLVING HAZARDOUS MATERIALS
DO WORK IN HAZARDOUS MATERIAL SPILLS TO LESSEN THE DANGER
FILE HAZ-MAT REPORTS WITH ADE&E * FILL OUT INCIDENT REPORTS ON ALL SPILLS

FIRE SERVICE

WORK IN READY OP DAILY TO KEEP FIRE DEPT. ROSTERS UPDATED DEAL
SCHEDULE TRAININGS FOR FIREFIGHTERS SUPPLY NARCAN TO DEPARTMENTS
MAINTAIN FIRE DEPT. REPEATER SITES AND EQUIPMENT
SCHEDULE AND CONDUCT QUARTERLY FIRE CHIEF MEETINGS MONITOR FIRE CONDITIONS IN THE COUNTY
HELP EDUCATE NEW CHIEFS ON HOW TO DO PAPERWORK THAT IS EXPECTED.
HELP FIRE DEPTS. FILL OUT YEARLY GRANT APPLICATIONS
HELP FIRE DEPT. FILL OUT YEARLY GRANTS (AFR, ACT 833, FORESTRY SUPPRESSION KIT)
KEEP FIRE DEPTS. UP TO DATE ON EQUIPMENT THAT IS AVAILABLE TO THEM
LIAISON BETWEEN DEPARTMENTS AND ISO AGENT AND DISPATCH
HELP WITH ALL ISSUES THAT FIRE DEPTS BRING TO ME

COMMUNICATIONS

CONDUCT WEATHER NET ON AWIN
MAKE SURE COUNTY COMMS EQUIPMENT IS FUNCTIONING
MAKE SURE FCC LICENSES ARE CURRENT

GRANTS

DO WORK IN THE FEMA GRANTS PORTAL WHEN DISASTERS OCCUR

CROSS TRAINING

I HAVE LEARNED AND PERFORMED ASPECTS OF EACH POSTION IN THE OFFCE TO MAINTAIN CONTINUITY OF OPERATIONS

CERTIFICATIONS

EMPG REQUIRED TRAINING (IS-100, IS-200, IS-700, IS-800, IS-120, IS-230, IS-235, IS-240, IS-241, IS-242, IS-244, ICS-300, ICS-400)

BS IN EMERGENCY MANAGEMENT FROM ARKANSAS TECH UNIVERSITY
FCC HAM RADIO LICENSE OVER 100 FEMA TRAINING CERTIFICATES
HUMAN RESOURCES PERSONNEL TRAINING MANAGEMENT ESSENTIALS TRAINING
EMERGENCY MEDICAL RESPONDER
FIRE SERVICE TRAINING

<u>NAME</u>	<u>POSITION</u>	<u>YEARS OF SERVICE</u>
ASHLEY ROBERTS	911 DEPUTY, OEM3	4.5

911
 ASSIGN NEW 911 ADDRESSES
 SEND ADDRESS VERIFICATIONS TO UTILITY COMPANIES, LENDERS & USPS
 ASSIST DEVELOPERS & SURVEYORS WITH ROAD NAME APPROVALS
 APPROVE & STAMP NEW SUBDIVISION PLATS FOR DEVELOPERS & SURVEYORS
 EMAIL FIRST RESPONDERS, ASSESSOR, USPS, COUNTY CLERK, SHERIFFS OFFICE DISPATCH & PAFFORD REGARDING NEW STREETS
 ASSIST COUNTY ASSESSORS OFFICE WITH PARCEL ADDRESS DISCREPANCIES
 ASSIST COUNTY CLERKS OFFICE WITH VOTER ADDRESS DISCREPANCIES

GIS MAPPING
 ADD NEW ADDRESS POINTS TO 911 MAP
 ADD NEW STREETS & SUBDIVISIONS TO 911 MAP
 UPDATE ADDRESS POINT DATA WITH NEW OWNER/RENTER INFO
 ASSIST DATASCOUT WITH DATA TO UPDATE SHERIFFS OFFICE DISPATCH MAPS
 ASSIST STATE GIS OFFICE WITH DATA TO UPGRADE OUR COUNTY TO NEXT-GEN 911
 SUBMIT DATA TO GOOGLE TO GET THEIR MAPS CORRECT WHICH ASSISTS COUNTY RESIDENTS WITH GPS & PACKAGE DELIVERY ISSUES
 ADD STORM SHELTER DATA TO 911 MAP
 UPDATE EMERGENCY SUPPORT BOUNDARIES WHEN ANNEXATIONS OCCUR
 UPDATED SHERIFFS OFFICE DISPATCH CONSOLES FOR A YEAR WHEN COUNTY HAD NO GIS CONTRACT

MSAG
 WORK WITH AT&T TO ADD NEW STREETS TO THEIR MASTER STREET ADDRESS GUIDE
 ASSIST AT&T IN CORRECTING TELEPHONE NUMBERS & ADDRESSES
 DISSIMINATE UPDATED MSAG MONTHLY TO DISPATCH
 WILL CORRECT ANI/ALI AND MAPPING DISCREPANCIES FOUND IN 911 AND MSAG DATA

ROAD SIGNS
 MAINTAIN ROAD NAME SIGN INVENTORY FOR ALL COUNTY ROADS AND THE CITIES OF WOOSTER, HOLLAND, DAMASCUS, TWIN GROVES, ENOLA, MOUNT VERNON, GUY, & QUITMAN
 PLACE NEW SIGN ORDERS
 SUBMIT 811 TICKETS TO INSURE NO UNDERGROUND UTILITIES ARE HIT WHEN INSTALLING NEW ROAD SIGNS
 INSTALL ALL ROAD NAME SIGNS FOR ALL COUNTY ROADS AND SIGNS FOR THE CITIES OF WOOSTER, HOLLAND, DAMASCUS, TWIN GROVES, ENOLA, MOUNT VERNON, GUY, & QUITMAN

CONTACT STATE HIGHWAY DEPARTMENT OF MISSING STOP SIGNS THROUGHOUT THE COUNTY

FLOODPLAIN MANAGEMENT

ASSIST COUNTY RESIDENTS IN THE UNINCORPORATED AREAS, ENOLA, HOLLAND, MOUNT VERNON, TWIN GROVES, GUY & DAMASCUS WITH FILLING OUT FLOODPLAIN PERMITS
DO SITE VISITS TO CONFIRM PERMIT DATA
EDUCATE COUNTY RESIDENTS BUILDING IN FLOODPLAIN OF COUNTY ORDINANCE REQUIREMENTS
EDUCATE COUNTY RESIDENTS ON OBTAINING A LOMA, LOMR, CLOMR-F, LOMR-F FROM FEMA
MAINTAIN RECORDS ON STRUCTURES THAT HAVE BEEN BUILT IN OUR COUNTY'S FLOODPLAIN
ASSIST FEMA WITH REGULARLY SCHEDULED COMMUNITY ASSISTED VISITS
ASSIST LOCAL SURVEYORS WITH REQUIRED ELEVATION CERTIFICATES
ASSIST COUNTY ROAD DEPARTMENT WITH FLOODPLAIN PERMITS PERTAINING TO BRIDGE & CULVERT REPLACEMENTS
ATTEND ANNUAL SPRING AND FALL CONFERENCES TO OBTAIN CONTINUING EDUCATION FOR LICENSE
ATTEND OTHER CONTINUING EDUCATION CLASSES THROUGHOUT THE YEAR TO FULFILL CERTIFIED FLOODPLAIN MANAGER LICENSE REQUIREMENTS
CONDUCT SUBSTANTIAL DAMAGE ESTIMATING POST FLOOD EVENT

EMERGENCY MANAGEMENT

ASSIST IN DAMAGE ASSESSMENTS AFTER A DISASTER STRIKES
PARTICIPATE AS SECRETARY OF THE LOCAL EMERGENCY PLANNING COMMITTEE
HELP MAINTAIN READYOP DATABASE FOR SHERIFFS OFFICE DISPATCH AND VOLUNTEER FIRE DEPARTMENT USE
CREATE CODERED MESSAGES TO PUSH IMPORTANT NOTIFICATIONS TO COUNTY RESIDENTS
HELP MAINTAIN COUNTY'S CODERED AND SMART911 DATABASE
MEMBER OF THE FAULKNER COUNTY FAIR PARADE COMMITTEE
PARTICIPATE IN COORDINATED EXERCISES BETWEEN OEM & OTHER COUNTY ENTITIES
ASSIST WITH LAWN CARE AT THE OEM BUILDING
ASSIST WITH MAINTENANCE & WINTERIZATION OF EQUIPMENT USED AT OEM OFFICE
PERFORM MONTHLY VEHICLE INSPECTION ON COUNTY VEHICLE
SCHEDULE ROUTINE MAINTENANCE ON COUNTY VEHICLE
KEEP MAINTENANCE RECORDS OF COUNTY VEHICLE
ASSIST WITH TRAINING ROOM CALENDAR & USE BY ENTITIES SUCH AS AIR EVAC, EMERGENCY SQUAD, ROAD DEPARTMENT & OTHERS
ASSIST IN THE EMERGENCY OPERATIONS CENTER WHEN ACTIVATED
RUN THE AMATEUR RADIO FAIR PARADE NET DURING THE FAULKNER COUNTY FAIR PARADE

PUBLIC OUTREACH

PARTICIPATE AT BOOTH FOR THE FAULKNER COUNTY FAIR
PARTICIPATE AT BOOTH FOR THE RURAL FIRE SHOW

PARTICIPATE AT BOOTH FOR CHDC ANNUAL EVENT
PARTICIPATE IN OTHER COMMUNITY OUTREACH PROGRAMS THROUGHOUT THE YEAR

HAZARDOUS MATERIALS RESPONSE

ON CALL 24/7 365 FOR ANY HAZMAT INCIDENT IN THE COUNTY
COMPLETE DOCUMENTATION FOR ALL HAZMAT INCIDENTS I RESPOND TO
CONTACT APPROPRIATE ENTITIES SUCH AS ADEM, ADEQ, DEPT OF HEALTH, REGARDING HAZMAT INCIDENTS
ASSIST LOCAL UTILITY COMPANIES SUCH AS GAS COMPANIES IN THE EVENT OF HAZMAT RELATED INCIDENTS
WILL INVESTIGATE NATIONAL RESPONSE CENTER REPORTS AND REPORT TO THE ARKANSAS DIVISION OF EMERGENCY MANAGEMENT
WORK WITH BUSINESS AND INDUSTRY THAT USE OR STORE LARGE QUANTITIES OF HAZARDOUS MATERIALS, TO INSURE COMPLIANCE WITH
FAULKNER COUNTY ORDINANCE 08-14. MAY INCLUDE SITE VISITS AND INFORMATION GATHERING.

FIRE SERVICE

HELP FIRE SERVICE COORDINATOR WITH MEETINGS
HELP FIRE SERVICE COORDINATOR CHECK REPEATERS
UPDATE FIRE DEPARTMENT ROSTERS IN READYOP

COMMUNICATIONS

ASSIST IN ANSWERING OFFICE PHONE CALLS
ASSIST IN GREETING COUNTY RESIDENTS THAT VISIT OUR OFFICE
WORK WITH FAULKNER COUNTY AMATEUR RADIO CLUB REGARDING EMERGENCY COMMUNICATIONS BACKUP OPTIONS
PARTICIPATE IN OR RUN WEATHER NET DURING SEVERE WEATHER EVENTS

CERTIFICATIONS & TRAINING

ARKANSAS FLOODPLAIN MANAGEMENT ASSOCIATION CERTIFIED FLOODPLAIN MANAGER
ARKANSAS DIVISION OF EMERGENCY MANAGEMENT & THE STATE EMERGENCY RESPONSE COMMISSION HAZARDOUS MATERIALS TECHNICIAN
ARKANSAS DIVISION OF EMERGENCY MANAGEMENT ICS 300
ARKANSAS DIVISION OF EMERGENCY MANAGEMENT ICS 400
ARKANSAS DIVISION OF EMERGENCY MANAGEMENT CAMEO, MARPLOT, ALOHA AND CAMEO CHEMICALS TRAINING
FEMA PROFESSIONAL DEVELOPMENT SERIES CLASSES
FEMA IS CLASSES 100, 200, 700 & 800
ARKANSAS DIVISION OF NATURAL RESOURCES CLASSES INCLUDING: FLOODPLAIN MANAGEMENT 101, USING YOUR CODE TO SET COMPLIANCE,
BASE LEVEL ENGINEERING AS A HIGHER STANDARD, AND THE ELEVATION CERTIFICATE WORKSHOP
ADVANCED SEVERE WEATHER STORM SPOTTER
FCC AMATEUR RADIO LICENSE & VOLUNTEER EXAMINER
BLS CPR & STOP THE BLEED TRAINING
COMMUNITY EMERGENCY RESPONSE TEAM

CJIS LEVEL 2 SECURITY TRAINING CERTIFICATION

DEFENSIVE DRIVING CERTIFICATION

TEXAS A&M EOC OPERATIONS & PLANNING FOR ALL HAZARDS EVENTS CERTIFICATION

FEMA INDEPENDENT STUDY CLASSES INCLUDING: 3, 5A, 7, 8A, 10A, 11A, 15B, 20.18, 21.18, 26, 36, 37.18, 42, 60B, 61B, 62B, 75, 106.18, 120C, 230D, 235C, 240B, 241B, 242B, 244B, 247A, 248, 271A, 288A, 319, 320, 325, 360, 701A, 815, 907, 909, 912, 913A, 914,915, 916, 922, 1000, 1001, 1002, 1003, 1004, 1005, 1006, 1007, 1008, 1009, 1010, 1011, 1012, 1013, 1014, 1015, 1016, 1017, 1018, 1019, 1020, 1021, 1022, 1023, 1024, 1025, 1026, 1027 & 1105A

FEMA FLOODPLAIN CLASSES INCLUDING: BUILDING DIAGRAM TYPES O ELEVATION CERTIFICATES, DISASTER RECOVERY REFORM ACT, NEW FLOOD MAPS & OPEN HOUSES, RISK RATING 2.0 EQUITY IN ACTION, TOOLS TO PERMIT PROPERTY DEVELOPMENT, VIRTUAL FLOOD INSURANCE WORKSHOP, FLOODPLAIN ADMIN ROLE & RESPONSIBILITIES, FLOODPLAIN DESIGN, CONSTRUCTION & IMPACTS ON FLOOD INSURANCE

ARKANSAS DIVISION OF EMERGENCY MANAGEMENT & THE STATE EMERGENCY RESPONSE COMMISSION HAZMAT AWARENESS & OPS

LANDING ZONE TRAINING

NATIONAL TRAFFIC INCIDENT MANAGEMENT RESPONDER TRAINING

DATASCOUT ONEMAP CLASSES INCLUDING: ADDRESSING WEBINAR, ADVANCED TOOLBAR WEBINAR, EMERGENCY MANAGEMENT WEBINAR

RAILROAD EMERGENCY RESPONSE TRAINING

TERRORISM AWARENESS

TEXAS A&M WMD TERRORISM AWARENESS FOR EMERGENCY RESPONDERS

NAME

NYCOLE BARR

POSITION

PSAP DEPUTY, OEM4

ASSESSOR OFFICE - ABTRACTOR

FCSO DISPATCH - DISPATCHER

YEARS OF SERVICE

2

1

7

BUDGETS

MAINTAIN BUDGET SPREADSHEETS FOR OEM & PSAP

PURCHASE ORDERS FOR OEM, PSAP & GRANTS

ORDER & PURCHASE OFFICE, PROMOTIONAL, AND JANITORIAL SUPPLIES WHEN NEEDED

MAINTAIN AND UPDATE ALL CONTRACTS FOR OEM, 911, AND PSAP

ASSIST WITH ANNUAL BUDGET PREPARATION

911 ADDRESSING

ASSIGN NEW 911 ADDRESSES

COORDINATE WITH ASSESSOR OFFICE ON CHANGES OR CORRECTIONS TO PARCEL DATA

PROVIDE 911 VERIFICATION LETTERS TO RESIDENTS, UTILITY COMPANIES, LENDERS & USPS

EMAIL FIRST RESPONDERS, ASSESSOR, USPS, COUNTY CLERK, SHERIFFS OFFICE DISPATCH & PAFFORD REGARDING NEW STREETS

ASSIST DEVELOPERS & SURVEYORS WITH ROAD NAME APPROVALS

ASSIST COUNTY CLERKS OFFICE WITH VOTER ADDRESS DISCREPANCIES

GIS MAPPING

ADD NEW ADDRESS POINTS TO 911 MAP

ADD NEW STREETS & SUBDIVISIONS TO 911 MAP

UPDATE ADDRESS POINT DATA WITH NEW OWNER/RENTER INFO

ASSIST STATE GIS OFFICE WITH DATA TO UPGRADE OUR COUNTY TO NEXT-GEN 911

ADD STORM SHELTER DATA TO 911 MAP

MSAG

WORK WITH AT&T TO ADD NEW STREETS TO THEIR MASTER STREET ADDRESS GUIDE

ASSIST AT&T IN CORRECTING TELEPHONE NUMBERS & ADDRESSES

DISSIMENATE UPDATED MSAG MONTHLY TO DISPATCH

WILL CORRECT ANI/ALI AND MAPPING DISCREPANCIES FOUND IN 911 AND MSAG DATA

PSAP

PRINT WEEKLY & MONTHLY PSAP REPORTS

MAINTAIN DOCUMENTATION OF ALL PAPER WORK TO SUBMIT FOR ANNUAL PSAP CERTIFICATION

SUBMIT PSAP CERTIFICATION & MAINTENANCE REIMBURSEMENT ANNUALLY

ROAD SIGNS

TAKE STREET SIGN REPLACEMENT & REPAIR REQUESTS & FORWARD TO 911 DEPUTY

MAINTAIN ROAD NAME SIGN INVENTORY FOR ALL COUNTY ROADS AND THE CITIES OF WOOSTER, HOLLAND, DAMASCUS, TWIN GROVES,
ENOLA, MOUNT VERNON, GUY & QUITMAN

FLOODPLAIN MANAGEMENT

ASSIST IN IDENTIFICATION OF ADDRESSES IN SPECIAL FLOOD HAZARD AREA & DIRECT TO CFM

EMERGENCY MANAGEMENT

ASSIST WITH KEEPING DEPARTMENT & TRAINING ROOM CALENDAR & ATTENDANCE RECORDS FOR TRAINING AND/OR MEETINGS AT OEM FACILITY

ENROLL RESIDENTS IN THE CODERED NOTIFICATION SYSTEM & SMART 911

KEEP OFFICE, PROMOTIONAL & JANITORIAL SUPPLY INVENTORY

MAINTAIN & UPDATE OEM WEBSITE

ATTEND LOCAL EMERGENCY PLANNING COMMITTEE MEETINGS

PUBLIC OUTREACH

PARTICIPATE AT BOOTH FOR THE FAULKNER COUNTY FAIR

FIRE SERVICE

UPDATE FIRE DEPARTMENT ROSTERS IN READYOP

COMMUNICATIONS

ANSWER PHONE CALLS, RELAY MESSAGES, GREET CUSTOMERS

HANDLE INCOMING & OUTGOING CORRESPONDENCE VIA EMAIL & REGULAR MAIL

GRANTS

MAINTENANCE OF GRANTS FOR EMPG & SHSGP / FILING, BUDGETS, ONLINE INVENTORY, & SUBMITTING REIMBURSEMENT INVOICES TO ADEM

ATTEND ANNUAL ADEM GRANTS MANAGEMENT WORKSHOP

CERTIFICATIONS

FEMA IS-3

FEMA IS-5.A

FEMA IS-8.A

FEMA IS-10.A

FEMA IS-11.A

FEMA IS-15.B
FEMA IS-18.20
FEMA IS-19.20
FEMA IS-20.20
FEMA IS-21.20
FEMA IS-26
FEMA IS-27
FEMA IS-30.B
FEMA IS 35.20
FEMA IS-36
FEMA IS-37.20
FEMA IS-42
FEMA IS-60.B
FEMA IS-61.B
FEMA IS-62.B
FEMA IS-63.B
FEMA IS-64.A
FEMA IS-75
FEMA IS-100.B
FEMA IS-100.C
FEMA IS-101.C
FEMA IS-102.C
FEMA IS-107.20
FEMA IS-111.A
FEMA IS-144
FEMA IS-156
FEMA IS-162
FEMA IS-200.B
FEMA IS-200.C
FEMA IS-201
FEMA IS-212.B
FEMA IS-230.D
FEMA IS-240.B
FEMA IS-241.B
FEMA IS-242.B
FEMA IS-244.B
FEMA IS-246.20

FEMA IS-271.A
FEMA IS-276.A
FEMA IS-393.B
FEMA IS-453
FEMA IS-700.A
FEMA IS-800.B
FEMA IS-907
FEMA IS-909

Sebastian County 2022

Director of Emergency Management 0505

Job Description

Job Code: 03401
Exempt: Yes
Department: Department of Emergency Management
Reports To: County Judge
Location: Not indicated.
Date Prepared: May 20, 2010
Date Revised: July 08, 2021
Safety Sensitive: No

GENERAL DESCRIPTION OF POSITION

The incumbent reports to the County Judge and shall organize, maintain, and manage an emergency preparedness program designed to protect the citizens and public and private property within the County from the effects of disaster. That program includes activities for mitigation, planning, response and recovery from all disasters, natural, man-caused or enemy attack and the coordination of local government and non-government resources that may be required in any phase of disaster/emergency management serves as point of contact for the Department of Homeland Security, FEMA, ADEM, EPA, and ADEQ. The Assistant County Administrator/Public Safety also oversees the County Rural Fire Association, is the Local Emergency Planning Committee (LFPC) Coordinator, and Sebastian County Safety Coordinator. The incumbent is responsible for total budgets over \$4M.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Develop local government emergency response plans for natural or man-caused incidents including terrorism. Maintain and update County-wide Emergency Operations Plan (EOP) in the format required by federal and state regulations.
2. Develop and manage an Emergency Operations Center (EOC), including staffing and internal emergency operating procedures, for both emergency and daily administrative use.
3. Periodically exercise the emergency response capability of local government and private sector forces that are part of the County resources.
4. Develop and maintain emergency management training programs specifically tailored for emergency response personnel and general interest training programs for public awareness and education.
5. Develop and manage an all hazards emergency direction, control and warning system which includes: A system of direction and control to alert local government officials to emergency situations and which permits them to exercise executive control over those functions which are their mandated responsibility; a communications system for both daily and emergency use; indoor and outdoor public warning for peacetime disasters and terrorism.
6. Develop and manage: a public information system for normal and emergency use; and a comprehensive emergency shelter system.
7. Establish inter and intra-jurisdictional mutual aid agreements for personnel, services, equipment and other resources needed in an emergency.

8. Establish and manage an administrative and fiscal program for the local emergency services in accordance with local, state and federal directives and practices.
9. Complete basic professional and technical emergency management training currently prescribed by the Arkansas Department of Emergency Management and maintain a continuing level of proficiency and competence through periodic attendance of workshops, seminars and professional development and technical training courses.
10. Responsible for maintaining a system of Haz-mat reporting by County industry in accordance with Federal Emergency Management Guidelines and Haz-mat Emergency Response Plan (Tier II reporting).
11. Prepare and present educational presentations on natural and man made disasters to citizens, business, public schools and provide public service information to the news media concerning Emergency Services Program and issues.
12. Oversee The County Rural Fire Association by working with volunteer fire departments in operational policy, equipment, communications and training.
13. Performs other duties as assigned and related duties as currently prescribed in local, State, Homeland Security and Federal emergency management regulations and guidelines.
14. Serves as Flood Plain Administrator by working with the NFIP, State Floodplain Administration, and the citizens within and around the floodplain. Maintain certification as an Arkansas Certified Floodplain Manager.
15. Plan, organize, and coordinate the operation of the Countywide 9-1-1- system with emphasis on relationships between PSAPs.
16. Responsible for advising the County Judge in the event of Declaration of Local Disasters and for the County Hazard Analysis and Mitigation.
17. Maintain a proactive relationship with various public safety entities (law enforcement, fire, emergency medical, etc.) to ensure optimum coordination between these groups and Emergency Management planning for, responding to, recovering from large emergencies and disaster.
18. Prepare and administer department budgets, including expenditure documentation. Prepares budget proposals, administers department revenues and expenditures and performs long-range resource planning as required. Compile statistical data and verifies statistical reports and inventory control for 911, Emergency Management, Rural Fire, Haz-Mat, AWIN, and Homeland Security Grants.
19. Serve as the County Judge's advisor on safety issues affecting the County. Those duties would cover security of County facilities as well as fire and storm safety issues. Safety issues in law enforcement and detention facilities would not be addressed. Responsible for advising the County Judge in the event of Declaration of Local Disasters and for the County Hazard analysis and Mitigation.
20. Respond to all hazardous materials incidence of reportable quality in the County, and report to State Department of Emergency Management and others as necessary.
21. Establish County policies of Homeland Security that are appropriately aligned with National and State Homeland Security Policies. Establish County policies for FEMA Incident Management System that is appropriately aligned with National and State Homeland Security Policies.
22. Coordinate and manage project applications with the Arkansas Department of Emergency Management for the grant program Safe Rooms and Storm Shelters throughout the County.

23. Act as principal emergency management coordinator to the Chief Executive for emergency operations within the County. Maintain situation reporting to the County Judge and key staff members as necessary during and after an event.

24. Provide the Arkansas Department of Emergency Management with timely, concise and accurate reports of emergency situation and requests for aid and assistance.

25. Assure coordination among all departments of local governments as well as with state and federal government and involved private groups. Coordinate and manage local government activities in post-disaster recovery operations.

26. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Broad knowledge of such fields as accounting, marketing, business administration, finance, etc. Equivalent to a four year college degree, plus 9 to 10 years related experience and/or training, and 5 years related management experience, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to write speeches and articles for publication that conform to prescribed style and format; ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane, algebra, solid geometry and trigonometry.

CRITICAL THINKING SKILLS

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

EMT, Floodplain, ICS 100-800, FEMA, PDS

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Mastery: Presentation/PowerPoint, Spreadsheet, Word Processing/Typing

Advanced: Contact Management

Basic: 10-Key, Accounting, Alphanumeric Data Entry

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under administrative direction, setting up own standard of performance. Virtually self-supervising. Reports to senior management of the organization.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner,

and/or sequence of performance of own work, in addition, the organization and delegation of work operations for a division of employees engaged in widely diversified activities.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of major importance which would have considerable effect on the final attainment of multiple major activities and the organization's projects of a large organization component and organization's clientele.

MENTAL DEMAND

Comprehensive and very intense mental demand. Comprehensive and continual involvement with multiple divisions, departments and/or organizations. Strategic and operational management functions which relate to both the short-term and long-term time periods.

ANALYTICAL ABILITY / PROBLEM SOLVING

General oversight. Activities covered by general organizational philosophy and objectives. Solving problems in novel, non-recurring or swiftly changing situations in which the approach is not fully defined. Guidance by top executive officer or business owner.

RESPONSIBILITY FOR WORK OF OTHERS

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

Supervises a large group (16-25) of employees who are engaged in diversified activities.

Supervises the following departments: Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Regularly responsible for funds, building premises, inventory, or other property owned, controlled, or leased by the organization and, in addition, may have temporary custody and responsibility of patron property, which through carelessness, error, loss, theft, misappropriation, or similar action would result in very important monetary losses to the organization. The total value for the above would range from \$1,000,000 to \$10,000,000.

ACCURACY

Probable errors would normally not be detected in succeeding operations and may have serious effects in relationships with patrons and/or with the operations of other segments of the organization. Frequent possibilities of error would exist at all times, since the above mentioned areas are inherent in the job.

ACCOUNTABILITY

FREEDOM TO ACT

Oversight. High level of freedom to complete the duties of the position and guided by broad policy with oversight by president, elected official, etc

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

Very small. Job creates a monetary impact for the organization up to an annual level of \$100,000.

IMPACT ON END RESULTS

Major impact. Job has a considerable impact on the organization's end results. A high level of accountability to generate, manage, and/or control funds within a department and/or total organization.

PUBLIC CONTACT

Extensive contacts with various diversified sectors of the public environment; wherein, the contacts are of major importance and failure to exercise proper judgment can lead to substantial losses to the organization.

EMPLOYEE CONTACT

Continuous contacts frequently involving difficult negotiations which require a well-developed sense of strategy and timing. Involves contacts with senior level internal officials.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of highly complex machines and equipment; specialized or advanced software programs.

WORKING CONDITIONS

Outside or inside working environment, wherein there are potential hazardous working conditions and life-threatening situations exist (fire, chemicals, electrical sources, heights, dangerous people, etc.) part of the time.

ENVIRONMENTAL CONDITIONS

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

While performing the functions of this job, the employee is regularly exposed to outdoor weather conditions, wet or humid conditions, extreme cold, extreme heat; occasionally exposed to work near moving mechanical parts, work in high, precarious places, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, work with explosives, risk of radiation. The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

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

Moderate diversity, moderately physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is regularly required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk or hear, taste or s. The employee must regularly lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

The incumbent is on call 24 hours a day and must maintain a constant state of readiness and works under intense pressure in emergency situations.

SUPERVISORY RESPONSIBILITIES:

Directly supervises all Emergency Services Personnel(14 Full time, 1 RPT, 42 EHP and numerous rural fire fighters. Carries out supervisory responsibilities in accordance with the county's policies and applicable laws. Responsibilities include interviewing, hiring, terminating and training employees;

planning, assigning, and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

EDUCATION and/or EXPERIENCE:

Associate degree or equivalent is required. Eight years on the job experience in Emergency Services is necessary. Background in Emergency Service or Public Safety required. Must obtain and maintain State Flood Plain Administrator certification.

OTHER SKILLS and ABILITIES:

The incumbent must have knowledge of emergency services (police, fire, EMS, volunteer emergency response agencies, etc.) The incumbent should possess knowledge of all aspects of the 911 system. The incumbent must have:

1) the ability to read and interpret documents such as Federal and State regulations, operating and maintenance instructions, and procedure manual, 2) the ability to write clear and informative reports and correspondence 3) the ability to speak effectively before large groups of employees, elected officials, the media, emergency responders, or the general public. 4) proficient knowledge in Microsoft Office (Word, Excel). Knowledge in Cameo, Marplot, Aloha, and E-plan, GIS mapping systems would be a plus.

WORKING RELATIONSHIPS:

Required personal traits include the ability to meet and effectively work with elected and appointed government officials, military officials, emergency response officials, department and agency heads, volunteer fire organizations, and the public at large. Must be able to lead in a crisis situation without creating ill will towards the officials and/or citizens of the county. Must represent the County in a professional and positive way.

Sebastian County 2022

Dept Emergency Mgmt Coordinator 0505

Job Description

Job Code: 15201
Exempt: Yes
Department: Emergency Management
Reports To: Director of Emergency Management
Location: Not indicated.
Date Prepared: July 24, 2015
Date Revised: July 08, 2021
Safety Sensitive: No

GENERAL DESCRIPTION OF POSITION

The incumbent reports to the Director of Emergency Management under general direction. Acts as backup for the Director of Emergency Management and must be knowledgeable in all duties of the Director. Manages competitive and non-competitive grants. Responsible for oversight of all grant equipment. Acts as Public Information Officer for Emergency Management. Coordinates, advises, and manages selected projects for the Department of Emergency Management, Rural Fire Services, and Local Emergency Planning Committee. The incumbent will also oversee, plan, organize, and evaluate budgets, revenues, and expenditures for the County 911 system.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Plan, organize, and coordinate the operation of the countywide 911 system with emphasis on relationships between PSAPs. Assure that the 911 system remains upgraded to the appropriate mandated technology. Stay knowledgeable on Federal mandates that apply to 911 including the telecommunications for the deaf.
2. Develops and presents 911 budget proposals, administers department revenues pursuant to Section 12-10-318-12-10-321. Compiles material required to prepare annual budget figures for review.
3. Monitor expenditures, and perform long-range resource planning for costs necessary for the successful operation of a 911 telephone system including: The engineering, installation, and recurring costs necessary to implement, operate and maintain a 911 telephone system. The costs necessary to answer, forward, and transfer 911 calls. Engineering, construction, lease, or purchase costs to lease, purchase, build, remodel, or refurbish a 911 public safety communication center and for the necessary emergency and uninterruptible power supplies for the center. Personnel costs for 911 public safety communication centers. Purchase, lease, operation, and maintenance of consoles, telephone and communications equipment owned or operated by the political subdivisions and physically located within and for the use of the 911 public safety communication center, and radio or microwave towers and equipment with lines which terminate in the 911 public safety communication centers, and supplies, equipment, and training directly related to and incurred by the political subdivision in mapping, addressing and re-addressing a 911 system.
4. Attends meetings with public boards and organizations, the news media, etc. as required for public dissemination of information about Emergency Services and 911 Operations and to resolve complaints and issues related to the operations.
5. Conducts research and assesses feasibility and opportunities for creating programs and projects, including new program and new technology development; prepares statistical reports and

recommendations.

6. Grant Management - Regularly responsible for \$4M in equipment, inventory, or other property owned or leased by Sebastian County through Homeland Security Grant programs. Seek out, write and request competitive and non-competitive grants through the state, federal, and other agencies as available. Maintain oversight for grant funding including accurate and timely inventories and record keeping for grants in accordance with grant guidelines. Keep appropriate records according to the County, State, Federal and all grant guidelines. Work closely with finance and purchasing departments in preparation for annual grant audits and be prepared to show accurate record keeping in accordance with all guidelines.

7. Assists in: developing local government emergency response plans for natural or man-caused incidents including enemy attack, managing an Emergency Operations Center (EOC) including staffing and internal emergency operating procedures for both emergency and daily administrative use; and planning and organizing periodic training exercises of the emergency response capability of local government and private sector forces utilizing county resources.

8. Develops and maintains emergency management training programs specifically tailored for emergency response personnel, volunteer response personnel, and general interest training programs for public awareness and education.

9. Coordinates large groups of emergency responders and/or volunteers from widely diversified organizations and disciplines as well as spontaneous civilian volunteers. Has considerable responsibility in planning training programs prior to emergencies and disasters and delegating work operations for these groups.

10. Completes basic professional and technical emergency management training currently prescribed by the Arkansas Department of Emergency Management and maintain a continuing level of proficiency and competence through periodic attendance of workshops, seminars, and professional development and technical training courses.

11. Conducts public awareness campaigns including media campaigns, public speaking events and educational speaking events. Also includes distributing literature personally and through volunteer resources, regarding tornadoes, floods, earthquakes, fire prevention and safety, and to develop programs such as RACES, SKYWARN, Citizen Corps, CERT, etc.

12. Meets with staff from schools, nursing homes, healthcare facilities, and businesses and provides assistance to develop emergency plans and continuity of operation plans for each facility.

13. Assist with emergency operations within the county.

14. Assist in providing the Arkansas Department of Emergency Management with timely, concise and accurate reports of the situation and request aid and assistance when necessary.

15. Assist in decision making, coordinating, and managing local government activities in post-disaster recovery operations, assuring coordination among all departments of local governments as well as with state and federal government and involved private organizations.

16. Work directly with the media to inform the public of emergency or disaster situations. Provide timely and accurate information about the possible evacuations, sheltering or imminent storm or tornado disaster information. This includes writing and issuing timely and accurate press releases, as well as appearances on television and the radio.

17. Coordinate large groups of emergency responders and/or volunteers from widely diversified organizations required, and disciplines as well as spontaneous civilian volunteers.

18. On call 24 hours a day 7 days week for emergency/disaster incidents. Opportunity for considerable decision making responsibility on items major importance affecting the entire county and its population.

19. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Knowledge of a specialized field (however acquired), such as basic accounting, computer, etc. Equivalent of four years in high school, plus night, trade extension, or correspondence school specialized training, equal to two years of college, plus 8 years related experience and/or training, and 2 years related management experience, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to write speeches and articles for publication that conform to prescribed style and format; ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane, algebra, solid geometry and trigonometry.

CRITICAL THINKING SKILLS

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

FEMA Professional Development Series, NIMS National Incident Management Systems, IS 700 and IS 800 courses

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Incident Command Systems (ICS) 100, 200, 300 and 400, HazMat AWRN, OPS.

SOFTWARE SKILLS REQUIRED

Intermediate: Presentation/PowerPoint, Spreadsheet, Word Processing/Typing

Basic: 10-Key, Accounting, Alphanumeric Data Entry, Contact Management, Database

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under administrative direction, setting up own standard of performance. Virtually self-supervising. Reports to senior management of the organization.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the organization and delegation of work operations for a division of employees engaged in widely diversified activities.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of major importance which would have considerable effect on the final attainment of multiple major activities and the organization's projects of a large organization component and organization's clientele.

MENTAL DEMAND

Comprehensive and very intense mental demand. Comprehensive and continual involvement with multiple divisions, departments and/or organizations. Strategic and operational management functions which relate to both the short-term and long-term time periods.

ANALYTICAL ABILITY / PROBLEM SOLVING

Oversight. Activities covered by expansive policies and objectives, and oversight as to execution and review. High order of analytical, interpretative, and constructive thinking in varied situations covering multiple areas of the organization.

RESPONSIBILITY FOR WORK OF OTHERS

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

Supervises a small group (1-3) of employees in the same or lower classification. Assigns and checks work; assists and instructs as required, but performs same work as those supervised, or closely related work, most of the time. Content of the work supervised is of a non-technical nature and does not vary in complexity to any great degree.

Supervises the following departments: Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Regularly responsible for funds, building premises, inventory, or other property owned, controlled, or leased by the organization and, in addition, may have temporary custody and responsibility of patron property, which through carelessness, error, loss, theft, misappropriation, or similar action would result in very important monetary losses to the organization. The total value for the above would range from \$1,000,000 to \$10,000,000.

ACCURACY

Probable errors would normally not be detected in succeeding operations and may have serious effects in relationships with patrons and/or with the operations of other segments of the organization. Frequent possibilities of error would exist at all times, since the above mentioned areas are inherent in the job.

ACCOUNTABILITY

FREEDOM TO ACT

Oversight. High level of freedom to complete the duties of the position and guided by broad policy with oversight by president, elected official, etc

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

Very small. Job creates a monetary impact for the organization up to an annual level of \$100,000.

IMPACT ON END RESULTS

Major impact. Job has a considerable impact on the organization's end results. A high level of accountability to generate, manage, and/or control funds within a department and/or total organization.

PUBLIC CONTACT

Extensive contacts with various diversified sectors of the public environment; wherein, the contacts are of major importance and failure to exercise proper judgment can lead to substantial losses to the organization.

EMPLOYEE CONTACT

Continuous contacts frequently involving difficult negotiations which require a well-developed sense of strategy and timing. Involves contacts with senior level internal officials.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of highly complex machines and equipment; specialized or advanced software programs.

WORKING CONDITIONS

Outside or inside working environment, wherein there are potential hazardous working conditions and life-threatening situations exist (fire, chemicals, electrical sources, heights, dangerous people, etc.) part of the time.

ENVIRONMENTAL CONDITIONS

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

While performing the functions of this job, the employee is occasionally exposed to work near moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions, wet or humid conditions, extreme cold, extreme heat. The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

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

Moderate diversity, moderately physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is regularly required to sit, stoop, kneel, crouch, or crawl, talk or hear; and frequently required to stand, walk, use hands to finger, handle, or feel; occasionally required to reach with hands and arms, climb or balance, taste or smell. The employee must occasionally lift and/or move more than 100 pounds; regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

Indirect Supervision - has the responsibility for supervising, directly and indirectly, 400+ members of the Sebastian County Community Emergency Response team both in non-emergency training and deployment and during times of imminent emergency and disaster. Has responsibility in times of disaster for tasking members with emergency response jobs and delegating teams. Also has responsibility for supervising and coordinating spontaneous civilian volunteers and other organizations responding to an emergency or disaster.

Other Skills and Abilities: The incumbent must have knowledge of emergency services (police, fire, EMS, volunteer emergency response agencies, etc.) The incumbent should possess knowledge of all aspects of the 911 system. The incumbent must have: 1. the ability to read and interpret documents such as Federal and State regulations, operating and maintenance instructions, and procedure manual/ 2. the ability to write clear and informative reports and

correspondence/ 3. the ability to speak effectively before large groups of employees, elected officials, the media, emergency responders, or the general public/ 4. proficient knowledge of Microsoft Office (Word & Excel). Knowledge of Cameo, Marplot, Aloha, and E-plan, GIS mapping systems would be a plus.

SEBASTIAN COUNTY
Department Emergency Management Deputy Coordinator
Job Description

Exempt: Yes
Department: Emergency Management
Reports To: Assistant Administrator/Public Safety
Location: Not indicated.
Date Prepared: April 26, 2010
Date Revised: December 6, 2012

GENERAL DESCRIPTION OF POSITION

The incumbent reports to the Director of the Department of Emergency Management under general direction. Acts as backup for the Director and must be knowledgeable in all duties of the Director. Manages competitive and non-competitive grants. Responsible for oversight of all grant equipment. Acts as Public Information Officer for Emergency Management. Coordinates, advises, and manages selected projects for the Department of Emergency Management, Rural Fire Services, and Local Emergency Planning Committee. The incumbent will also oversee, plan, organize, and evaluate budgets, revenues, and expenditures for the County 911 system.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Plan, organize, and coordinate the operation of the countywide 911 system with emphasis on relationships between PSAPs. Assure that the 911 system remains upgraded to the appropriate mandated technology. Stay knowledgeable on Federal mandates that apply to 911 including the telecommunications for the deaf.
2. Develop and presents 911 budget proposals, administers department revenues pursuant to §§ 12-10-318 - 12-10-321. Compiles materials required to prepare annual budget figures for review.
3. Monitor expenditures, and perform long-range resource planning for costs necessary for the successful operation of a 911 telephone system including: The engineering, installation, and recurring costs necessary to implement, operate and maintain a 911 telephone system; The costs necessary to answer, forward, and transfer 911 calls; Engineering, construction, lease, or purchase costs to lease, purchase, build, remodel, or refurbish a 911 public safety communication center and for necessary emergency and uninterruptible power supplies for the center; Personnel costs for 911 public safety communication centers; Purchase, lease, operation, and maintenance of consoles, telephone and communications equipment owned or operated by the political subdivisions and physically located within and for the use of the 911 public safety communication center, and radio or microwave towers and equipment with lines which terminate in the 911 public safety communication centers; and supplies, equipment, and training directly related to and incurred by the political subdivision in mapping, addressing, and re-addressing a 911 system.
4. Attends meetings with public boards and organizations, the news media, etc. as required for public dissemination of information about Emergency Services and 911 Operations and to resolve complaints and issued related to the operations.
5. Conducts research and assesses feasibility and opportunities for creating programs and projects, including new program and new technology development; prepares statistical reports and recommendations.
6. Grant Management - Regularly responsible for \$2.5 million dollars in equipment, inventory, or other property owned or leased by Sebastian County through Homeland Security Grant programs. Seek out, write and request competitive and non-competitive grants through state, federal, and other agencies as available. Maintain oversight for grant funding including accurate and timely inventories and

recordkeeping for grants in accordance with grant guidelines. Keep appropriate records according to County, State, Federal and all grant guidelines. Work closely with finance and purchasing departments in preparation for annual grant audits and be prepared to show accurate record keeping in accordance with all guidelines.

7. Assists the Director in: developing local government emergency response plans for natural or man-caused incidents including enemy attack; managing an Emergency Operations Center (EOC) including staffing and internal emergency operating procedures for both emergency and daily administrative use; and planning and organizing periodic training exercises of the emergency response capability of local government and private sector forces utilizing County resources.
8. Develops and maintains emergency management training programs specifically tailored for emergency response personnel, volunteer response personnel, and general interest training programs for public awareness and education.
9. Coordinates large groups of emergency responders and/or volunteers from widely diversified organizations and disciplines as well as spontaneous civilian volunteers. Has considerable responsibility in planning training programs prior to emergencies and disasters and delegating work operations for these groups.
10. Completes basic professional and technical emergency management training currently prescribed by the Arkansas Department of Emergency Management and maintain a continuing level of proficiency and competence through periodic attendance of workshops, seminars, and professional development and technical training courses.
11. Conducts public awareness campaigns including media campaigns, public speaking events and educational speaking events. Also includes distributing literature personally and through volunteer resources, regarding tornadoes, floods, earthquakes, fire prevention and safety, and to develop programs such as RACES, SKYWARN, Citizen Corps, CERT, etc.
12. Meets with staff from schools, nursing homes, healthcare facilities, and businesses and provides assistance to developing emergency plans and continuity of operations plans for each facility.
13. Assist the Director with emergency operations within the County.
14. Assist in providing the Arkansas Department of Emergency Management with timely, concise and accurate reports of the situation and request aid and assistance when necessary.
15. Assist in decision making, coordinating and managing local government activities in post-disaster recovery operations, assuring coordination among all departments of local governments as well as with state and federal government and involved private organizations.
16. Work directly with the media to inform the public of emergency or disaster situations. Provide timely and accurate information about possible evacuations, sheltering, or imminent storm or other disaster information. This includes writing and issuing timely and accurate press releases, as well as appearances on television and the radio.
17. Coordinate large groups of emergency responders and/or volunteers from widely diversified organizations required. and disciplines as well as spontaneous civilian volunteers. Considerable responsibility for decision making in assigning work and delegating operations regarding disaster response for these large groups and disciplines as well as spontaneous civilian volunteers.
18. On call twenty-four hours a day, seven days a week for emergency/disaster incidents. of opportunity for considerable decision making responsibility on items of major importance affecting the entire

County and its population.

19. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned. The requirements listed below are representative of the knowledge, skill, and/or ability. Considerable responsibility for decision making in assigning work and delegating operations regarding disaster response for these large groups and individuals.

EDUCATION AND EXPERIENCE

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

None.

SUPERVISORY RESPONSIBILITIES

None.

COMMUNICATION SKILLS

Ability to read, analyze, and understand common scientific and technical journals, financial reports, and legal documents; Ability to respond to complex or difficult inquiries or complaints from customers, regulatory agencies, or members of the business community.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

CRITICAL THINKING SKILLS

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

SUPERVISION RECEIVED

Under general direction, working from policies and general directives. Rarely refers specific cases to supervisor unless clarification or interpretation of the organization's policy is required.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the work operations of a group of employees, all performing basically the same type of work.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance, either of which would affect the work operations of small organizational component and the organization's clientele.

MENTAL DEMAND

Very close mental demand. Operations requiring very close and continuous attention for control of operations which require a high degree of coordination or immediate response. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately directed. Activities covered by wide-ranging policies and courses of action, and generally

directed as to execution and review. High order of analytical, interpretative, and/or constructive thinking in varied situations.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, etc.)

ACCURACY

Probable errors would not likely be detected until they reached another department, office or patron, and would then require considerable time and effort to correct the situation. Frequently, possibility of error that would affect the organization's prestige and relationship with the public to a limited extent, but where succeeding operations or supervision would normally preclude the possibility of a serious situation arising as a result of the error or decision.

PUBLIC CONTACT

Extensive contacts with various diversified sectors of the public environment; wherein, the contacts are of major importance and failure to exercise proper judgment can lead to substantial losses to the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs, plus frequent contact with senior level internal officials.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

IFSAC Hazardous Materials Level II (Operations) with required refreshers, IS-100, IS-200, IS-700, IS-800, and Arkansas Flood Plain Manager or ability to obtain certification within one year of hire.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

It is preferred that applicant have ICS-300 and ICS-400. If not the applicant will have to be certified in ICS-300 and ICS-400 within one (1) year from date of hire.

SOFTWARE SKILLS REQUIRED

Intermediate: Database

Basic: Alphanumeric Data Entry, Contact Management, Spreadsheet, Word Processing/Typing

ADDITIONAL INFORMATION

Indirect Supervision - Has the responsibility for supervising, directly and indirectly, 400+ members of the Sebastian County Community Emergency Response team both in non-emergency training and deployment and during times of imminent emergency and disaster. Has responsibility in times of disaster for tasking members with emergency response jobs and delegating teams. Also has responsibility for supervising and coordinating spontaneous civilian volunteers and other organizations responding to an emergency or disaster.

OTHER SKILLS and ABILITIES:

The incumbent must have knowledge of emergency services (police, fire, EMS, volunteer emergency response agencies. etc.) The incumbent should possess knowledge of all aspects of the 911 system. The incumbent must have: 1) the ability to read and interpret documents such as Federal and State regulations, operating and maintenance instructions, and procedure manual, 2) the ability to write clear and informative reports and correspondence 3) the ability to speak effectively before large groups of employees, elected officials, the media, emergency responders, or the general public. 4) proficient knowledge in Microsoft Office (Word, Excel). Knowledge in Cameo, Marplot, Aloha, and E-plan, GIS mapping systems would be a plus.

WORKING RELATIONSHIPS:

Required personal traits include the ability to meet and effectively work with elected and appointed government officials, military officials, emergency response officials, department and agency heads, volunteer fire organizations, and the public at large. Must be able to lead in a crises situation without creating ill will towards the officials and/or citizens of the county. Must represent the County in a professional and positive way.

PHYSICAL ACTIVITIES

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

While performing the functions of this job, the employee is regularly required to sit; frequently required to use hands to finger, handle, or feel, talk or hear; and occasionally required to stand, walk, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

ENVIRONMENTAL CONDITIONS

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

While performing the functions of this job, the employee is occasionally exposed to work near moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions. The noise level in the work environment is usually moderate.

2022 Budget
OEM Fire Service Coordinator
Job Description



Exempt: No
Department: OEM
Reports To: OEM Director/Deputy Director
Location: 102 S. Main, Level A, Benton, AR 72015
Safety Sensitive: YES

GENERAL DESCRIPTION OF POSITION

This position will be responsible for a comprehensive county-wide fire protection program to include the following: coordinating fire response across professional and volunteer fire units within Saline County, and directing mutual aid as necessary; developing initial and recurrent training standards for volunteer fire departments; assisting in investigation of fire causes; attending continuing education programs to remain current on fire prevention technology and techniques; and make presentations to general public. In addition, the incumbent will assist the Director of Emergency Management with improving response to structure fires, hazardous materials, mass casualty incidents, and other emergencies as determined by the County Judge. Independent judgment is exercised, based on knowledge of duties. Work involves regular contact with employees, supervisors, customers, and the public on matters of significance to the department and may involve routine contacts with elected officials. Exercises courtesy, tact, and diplomacy in dealing with others.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Coordinate fire and rescue responses between all fire departments operating within Saline County, to include professional and volunteer units. Provide direction regarding expectations for response, and resolve response issues by working closely with Fire Chiefs.
2. Develop and implement training standards for volunteer fire departments in order to maximize effectiveness and minimize injury to personnel. This would include both initial and recurrent training curriculums.
3. Gives lectures and demonstrations on the subject of fire prevention. Distributes educational material and talks to schools, civic groups, etc.
4. Will serve as the County's Fire Training Coordinator ensuring the volunteer firefighters remain in compliance with all current State of Arkansas, NFPA and ISO training regulations.
5. Assists the Saline County Sheriff's Office in the conducting of investigations of large fires or of fires of uncertain origin including a search of the scene of the fire and questioning witnesses or occupants. Compiles written reports.
6. Investigates complaints of hazardous conditions by fire departments. Determines if hazard is present and initiates action to secure corrections if required.
7. Attends all staff, quorum court and quorum court committee meetings as necessary to ensure the success of the department and the County.
8. Develops and maintains strong working relationships with the Fire Chiefs and the fire fighters of all fire departments in Saline County.
10. Assists in the Emergency Operations Center in the event of an emergency situation.

11. Review and approve Act 833 applications for rural fire departments and provide guidance and direction for the disbursement of Act 833 funds per state law.
12. Assists the OEM Director in any disaster situations that should occur through the County as needed as a back-up for the Director. Responds to after-hours and weekend emergency calls as required during on-call times.
13. Assists OEM Director in establishment of an incident command/unified command center on the scene of an emergency situation according to approved emergency response plan.
14. May represent the OEM Director at various meetings.
15. Participate in training classes as assigned.
16. Schedule appointments and arrange and confirm meetings with officials, citizens, and community committees.
17. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Knowledge of a specialized field (however acquired), such as basic accounting, computer, etc. Equivalent of four years in high school, plus night, trade extension, or correspondence school specialized training, equal to two years of college, plus 5 years related experience and/or training, and 3 years related management experience, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to write reports, business correspondence, and policy/procedure manuals; ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

CRITICAL THINKING SKILLS

Ability to solve practical problems and deal with a variety of known variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram formats.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Firefighter 1 & 2 Certification

EMT-Basic

Hazardous Materials Operations

ICS 100, 200, 300, 400, 700 and 800

IS 2200

G-191

IS-29

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Intermediate: 10-Key, Accounting, Alphanumeric Data Entry, Database, Presentation/PowerPoint, Spreadsheet, Word Processing/Typing

Basic: Contact Management, Human Resources Systems, Payroll Systems

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the work operations of a group of employees, all performing basically the same type of work.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance, either of which would affect the work operations of small organizational component and the organization's clientele.

MENTAL DEMAND

Very close mental demand. Operations requiring very close and continuous attention for control of operations which require a high degree of coordination or immediate response. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also, to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Directed. Supervisory and/or professional skills using structured practices or policies and directed as to execution and review. Interpolation of learned things in moderately varied situations where reasoning and decision-making are essential.

RESPONSIBILITY FOR WORK OF OTHERS

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

Supervises a small group (1-3) of employees in the same or lower classification. Assigns and checks work; assists and instructs as required, but performs same work as those supervised, or closely related work, most of the time. Content of the work supervised is of a non-technical nature and does not vary in complexity to any great degree.

Supervises the following departments:

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Regularly responsible for funds, building premises, inventory, or other property owned, controlled, or leased by the organization and, in addition, may have temporary custody and responsibility of patron property, which

through carelessness, error, loss, theft, misappropriation, or similar action would result in very important monetary losses to the organization. The total value for the above would range from \$1,000,000 to \$10,000,000.

ACCURACY

Probable errors would normally not be detected in succeeding operations and could possibly affect organization-patron relationship, involve re-work, or additional expenditures in order to properly resolve the error. The possibility of such errors would occur quite frequently in performance of the job. May also cause inaccuracies or incomplete information that would be used in other segments of the organization as a basis for making subsequent decisions, plans, or actions.

ACCOUNTABILITY

FREEDOM TO ACT

Directed. Freedom to complete duties as defined by wide-ranging policies and precedents with mid to upper-level managerial oversight.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

Small. Job creates a monetary impact for the organization from \$100,000 to \$1mm.

IMPACT ON END RESULTS

Moderate impact. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

PUBLIC CONTACT

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

WORKING CONDITIONS

Somewhat disagreeable working conditions. Continuously exposed to one or two elements such as noise, intermittent standing, walking, pushing, carrying, or lifting. May involve some travel and/or work is at times, in the evening or during the night hours.

ENVIRONMENTAL CONDITIONS

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

While performing the functions of this job, the employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

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

Moderate diversity, moderately physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is regularly required to sit, use hands to finger, handle, or feel, talk or hear; and frequently required to stand, walk, reach with hands and arms; occasionally required to climb or balance, stoop, kneel, crouch, or crawl, taste or smell. The employee must occasionally lift and/or move up to 50 pounds; frequently lift and/or move up to 25 pounds; regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; color vision; and ability to adjust focus.

ADDITIONAL INFORMATION

The duties listed above are intended only to show the various types of duties that will be performed. The omission of a specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. All positions within the Office of Emergency Management are assigned by the County Judge and/or the OEM Director and are subject to be changed when deemed in the best interest of the Office of Emergency Management operation. This job description does not constitute an employment agreement between Saline County and the employee and is subject to change by the employer if the need of the employer and requirements of the job change.

SEBASTIAN COUNTY

Department Emergency Management Deputy Coordinator

Job Description

Exempt: Yes
Department: Emergency Management
Reports To: Assistant Administrator/Public Safety
Location: Not indicated.
Date Prepared: April 26, 2010
Date Revised: December 6, 2012

GENERAL DESCRIPTION OF POSITION

The incumbent reports to the Director of the Department of Emergency Management under general direction. Acts as backup for the Director and must be knowledgeable in all duties of the Director. Manages competitive and non-competitive grants. Responsible for oversight of all grant equipment. Acts as Public Information Officer for Emergency Management. Coordinates, advises, and manages selected projects for the Department of Emergency Management, Rural Fire Services, and Local Emergency Planning Committee. The incumbent will also oversee, plan, organize, and evaluate budgets, revenues, and expenditures for the County 911 system.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Plan, organize, and coordinate the operation of the countywide 911 system with emphasis on relationships between PSAPs. Assure that the 911 system remains upgraded to the appropriate mandated technology. Stay knowledgeable on Federal mandates that apply to 911 including the telecommunications for the deaf.
2. Develop and presents 911 budget proposals, administers department revenues pursuant to §§ 12-10-318 - 12-10-321. Compiles materials required to prepare annual budget figures for review.
3. Monitor expenditures, and perform long-range resource planning for costs necessary for the successful operation of a 911 telephone system including: The engineering, installation, and recurring costs necessary to implement, operate and maintain a 911 telephone system; The costs necessary to answer, forward, and transfer 911 calls; Engineering, construction, lease, or purchase costs to lease, purchase, build, remodel, or refurbish a 911 public safety communication center and for necessary emergency and uninterruptible power supplies for the center; Personnel costs for 911 public safety communication centers; Purchase, lease, operation, and maintenance of consoles, telephone and communications equipment owned or operated by the political subdivisions and physically located within and for the use of the 911 public safety communication center, and radio or microwave towers and equipment with lines which terminate in the 911 public safety communication centers; and supplies, equipment, and training directly related to and incurred by the political subdivision in mapping, addressing, and re-addressing a 911 system.
4. Attends meetings with public boards and organizations, the news media, etc. as required for public dissemination of information about Emergency Services and 911 Operations and to resolve complaints and issued related to the operations.
5. Conducts research and assesses feasibility and opportunities for creating programs and projects, including new program and new technology development; prepares statistical reports and recommendations.
6. Grant Management - Regularly responsible for \$2.5 million dollars in equipment, inventory, or other property owned or leased by Sebastian County through Homeland Security Grant programs. Seek out, write and request competitive and non-competitive grants through state, federal, and other agencies as available. Maintain oversight for grant funding including accurate and timely inventories and

recordkeeping for grants in accordance with grant guidelines. Keep appropriate records according to County, State, Federal and all grant guidelines. Work closely with finance and purchasing departments in preparation for annual grant audits and be prepared to show accurate record keeping in accordance with all guidelines.

7. Assists the Director in: developing local government emergency response plans for natural or man-caused incidents including enemy attack; managing an Emergency Operations Center (EOC) including staffing and internal emergency operating procedures for both emergency and daily administrative use; and planning and organizing periodic training exercises of the emergency response capability of local government and private sector forces utilizing County resources.
8. Develops and maintains emergency management training programs specifically tailored for emergency response personnel, volunteer response personnel, and general interest training programs for public awareness and education.
9. Coordinates large groups of emergency responders and/or volunteers from widely diversified organizations and disciplines as well as spontaneous civilian volunteers. Has considerable responsibility in planning training programs prior to emergencies and disasters and delegating work operations for these groups.
10. Completes basic professional and technical emergency management training currently prescribed by the Arkansas Department of Emergency Management and maintain a continuing level of proficiency and competence through periodic attendance of workshops, seminars, and professional development and technical training courses.
11. Conducts public awareness campaigns including media campaigns, public speaking events and educational speaking events. Also includes distributing literature personally and through volunteer resources, regarding tornadoes, floods, earthquakes, fire prevention and safety, and to develop programs such as RACES, SKYWARN, Citizen Corps, CERT, etc.
12. Meets with staff from schools, nursing homes, healthcare facilities, and businesses and provides assistance to developing emergency plans and continuity of operations plans for each facility.
13. Assist the Director with emergency operations within the County.
14. Assist in providing the Arkansas Department of Emergency Management with timely, concise and accurate reports of the situation and request aid and assistance when necessary.
15. Assist in decision making, coordinating and managing local government activities in post-disaster recovery operations, assuring coordination among all departments of local governments as well as with state and federal government and involved private organizations.
16. Work directly with the media to inform the public of emergency or disaster situations. Provide timely and accurate information about possible evacuations, sheltering, or imminent storm or other disaster information. This includes writing and issuing timely and accurate press releases, as well as appearances on television and the radio.
17. Coordinate large groups of emergency responders and/or volunteers from widely diversified organizations required. and disciplines as well as spontaneous civilian volunteers. Considerable responsibility for decision making in assigning work and delegating operations regarding disaster response for these large groups and disciplines as well as spontaneous civilian volunteers.
18. On call twenty-four hours a day, seven days a week for emergency/disaster incidents. of opportunity for considerable decision making responsibility on items of major importance affecting the entire

County and its population.

19. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned. The requirements listed below are representative of the knowledge, skill, and/or ability. Considerable responsibility for decision making in assigning work and delegating operations regarding disaster response for these large groups and individuals.

EDUCATION AND EXPERIENCE

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

None.

SUPERVISORY RESPONSIBILITIES

None.

COMMUNICATION SKILLS

Ability to read, analyze, and understand common scientific and technical journals, financial reports, and legal documents; Ability to respond to complex or difficult inquiries or complaints from customers, regulatory agencies, or members of the business community.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

CRITICAL THINKING SKILLS

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

SUPERVISION RECEIVED

Under general direction, working from policies and general directives. Rarely refers specific cases to supervisor unless clarification or interpretation of the organization's policy is required.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the work operations of a group of employees, all performing basically the same type of work.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance, either of which would affect the work operations of small organizational component and the organization's clientele.

MENTAL DEMAND

Very close mental demand. Operations requiring very close and continuous attention for control of operations which require a high degree of coordination or immediate response. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately directed. Activities covered by wide-ranging policies and courses of action, and generally

directed as to execution and review. High order of analytical, interpretative, and/or constructive thinking in varied situations.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, etc.)

ACCURACY

Probable errors would not likely be detected until they reached another department, office or patron, and would then require considerable time and effort to correct the situation. Frequently, possibility of error that would affect the organization's prestige and relationship with the public to a limited extent, but where succeeding operations or supervision would normally preclude the possibility of a serious situation arising as a result of the error or decision.

PUBLIC CONTACT

Extensive contacts with various diversified sectors of the public environment; wherein, the contacts are of major importance and failure to exercise proper judgment can lead to substantial losses to the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs, plus frequent contact with senior level internal officials.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

IFSAC Hazardous Materials Level II (Operations) with required refreshers, IS-100, IS-200, IS-700, IS-800, and Arkansas Flood Plain Manager or ability to obtain certification within one year of hire.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

It is preferred that applicant have ICS-300 and ICS-400. If not the applicant will have to be certified in ICS-300 and ICS-400 within one (1) year from date of hire.

SOFTWARE SKILLS REQUIRED

Intermediate: Database

Basic: Alphanumeric Data Entry, Contact Management, Spreadsheet, Word Processing/Typing

ADDITIONAL INFORMATION

Indirect Supervision - Has the responsibility for supervising, directly and indirectly, 400+ members of the Sebastian County Community Emergency Response team both in non-emergency training and deployment and during times of imminent emergency and disaster. Has responsibility in times of disaster for tasking members with emergency response jobs and delegating teams. Also has responsibility for supervising and coordinating spontaneous civilian volunteers and other organizations responding to an emergency or disaster.

OTHER SKILLS and ABILITIES:

The incumbent must have knowledge of emergency services (police, fire, EMS, volunteer emergency response agencies. etc.) The incumbent should possess knowledge of all aspects of the 911 system. The incumbent must have: 1)the ability to read and interpret documents such as Federal and State regulations, operating and maintenance instructions, and procedure manual, 2)the ability to write clear and informative reports and correspondence 3)the ability to speak effectively before large groups of employees, elected officials, the media, emergency responders, or the general public.4)proficient knowledge in Microsoft Office (Word, Excel). Knowledge in Cameo, Marplot, Aloha, and E-plan, GIS mapping systems would be a plus.

WORKING RELATIONSHIPS:

Required personal traits include the ability to meet and effectively work with elected and appointed government officials, military officials, emergency response officials, department and agency heads, volunteer fire organizations, and the public at large. Must be able to lead in a crises situation without creating ill will towards the officials and/or citizens of the county. Must represent the County in a professional and positive way.

PHYSICAL ACTIVITIES

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

While performing the functions of this job, the employee is regularly required to sit; frequently required to use hands to finger, handle, or feel, talk or hear; and occasionally required to stand, walk, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

ENVIRONMENTAL CONDITIONS

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

While performing the functions of this job, the employee is occasionally exposed to work near moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions. The noise level in the work environment is usually moderate.

GARLAND COUNTY
Position Description

JOB TITLE: DEM DEPUTY DIRECTOR

Exempt: (Y/N): Yes	DEPARTMENT: DEPARTMENT OF EMERGENCY MGMT.
DATE PREPARED: May 12, 2022	SUPERVISOR: COUNTY JUDGE AND DEM DIRECTOR

SUMMARY: The Deputy Director of Emergency Management works under the general guidance and direction of the Director of Emergency Management. The Deputy Director performs a variety of supervisory, administrative and technical work in the supervision and administration of Emergency Management and will assume the responsibilities of the Director in their absence. Coordinates, advises, and manages selected projects for the Department of Emergency Management, Search and Rescue, CERT and Local Emergency Planning Committee.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned.

1. Assist the Director in carrying out the day to day operations of the County's emergency management programs.
2. Assume charge of day to day operations of the emergency management organization in the Director's absence.
3. Work closely on a cooperative basis with departments of local government, industry and community organizations in developing emergency management plans and capabilities.
4. Assist with development of Standard Operating Guidelines (SOGs) for various emergency contingencies, and update them regularly.
5. Assist Director in the establishment of mutual aid or cooperative agreements to provide needed services, equipment or other resources in the event of an emergency.
6. Ensure that the Emergency Operation Center (EOC) staffing and internal procedures are kept current.
7. Maintain inventory of personnel and material resources from both governmental and private sector sources that would be available in an emergency.
8. Compile and maintain records, reports and plans for necessary inter-agency documentation.
9. Participate in on-going emergency management training.
10. Assist Director in implementing emergency operations plans.
11. Respond (as requested and/or required by Federal and State regulation) to emergency situations.
12. Assist in the coordination of job assignments for emergency management volunteer workers.
13. Report to and keep Director advised of problems, complaints, or incidents in the field.
14. Advise the Director of deficiencies, failures in communications, response, and recovery efforts and develop options and recommendations to resolve those deficiencies.
15. Responsible for operational work involving execution of approved training and educational programs conducted by DEM. Training includes, but is not limited to: shelter management, radiological monitoring, hazardous materials, Skywarn and severe weather spotter training, fire, search and rescue, disaster recovery, mass casualties/fatalities, infection control for volunteers, emergency communications, public education for family protection and preparedness program.
16. Responsible for the development of training outlines, lesson plans, drills and exercises and topical programs assigned by the Director.

17. Develop, promote, establish, coordinate and administer a complete training and education program of limited scope and occupational specialties for emergency response personnel dependent upon their needs.
18. Evaluate program activities and the attainment of program goals through inspections, reports and conferences. Conduct surveys to determine immediate and long term needs of emergency services in the County.
19. Develop public education programs.
20. Maintain a professional, proactive relationship with all County first responders among Volunteer, City, County, State and Federal agencies, as well as private sector entities, elected officials, and the general public.
21. Assist in the assignment and updating of 911 addresses as well as updating Road Centerline Data with new roads and subdivision additions. Create strip maps of new roads.
22. Input information to the County's 911 addressing database and geographic information system (GIS) on a PC with Windows using ESRI and Microsoft Access software.
23. Utilizes GPS equipment to collect associated 911 data in the field.
24. Produces maps with ArcMap.
25. Assist in the development and presentation of annual budgets for the Department of Emergency Management and 911.
26. Assist in the management of accounts payable and receivable for both 9-1-1 and DEM budgets as directed. Assist with grant writing as necessary.
27. Become familiar with the County's Floodplain Ordinance and understand the basics of Floodplain Management to assist the County's Floodplain Manager as needed.
28. Travel when required: Attend meetings. Attend classes and conferences to discuss and research emerging public safety telecommunications, radio communications, flood plain management, emergency management protocols and their relationship to the various functional areas of public safety operations of Garland County.
29. This position will be on call 24 hours a day 7 days a week as needed to assist the Communities and First Responders of Garland County.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SUPERVISORY RESPONSIBILITIES:

Provides supervision to the county Department of Emergency Management in the absence of the Director and acts as direct liaison, along with the Director, for all volunteer agencies within the county, to include personnel.

Education and/or Experience: Formal education or a combination of education and experience may be accepted.

- Minimum of a Bachelor's Degree and 2 years of supervisory experience in a Public Safety department (Law, Fire, Emergency Medical, and Emergency Services.) In lieu of meeting the education requirement someone with ten (10) years of experience, five (5) of which were at the supervisory level within a Public Safety department may be considered.
- Incident Command System (ICS) 300 and 400.
- Successful completion and certification of required ACIC/NCIC training.

- Public Information Officer training.
- 9-1-1 PSAP training as needed.

EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG)

This position will be responsible for completing all EMPG required training by the deadlines that are established within the EMPG program.

WORKING RELATIONSHIPS:

The Assistant Director must be able to effectively communicate and work with elected officials and department heads, other emergency services departments, the public, and the volunteer emergency agencies.

OTHER SKILLS AND ABILITIES: not limited to:

Ability to:

- Work in a highly stressful environment.
- Must have the ability to present materials and/or training elements in a manner that is easily understood.
- Express verbal and written presentations in a clear and concise manner.
- Assist in planning activities with elected officials, County and City Department heads, staff and the general public.
- Exercise independent judgment.
- Prepare accurate and complete written reports.
- Communicate effectively while exercising tact, diplomacy, and patience with a diverse group of individuals, including elected officials, department heads, representatives of other jurisdictions and private organizations, employees, and the general public.
- Assist with identifying issues involving information technology and communications technologies that require attention and prioritization.
- Prioritize work based on current situation.
- Effectively lead by providing appropriate and effective work direction to employees, promoting the mission and vision of the Department and the County, and reinforcing employee desired work behaviors.
- Facilitate the group problem-solving process, recognizing positive results, managing conflict, and negotiating satisfactory outcomes.
- Must be knowledgeable of Public Safety Communications systems to include, but no limited to: 700/800 Microwave digital systems; Amateur/HAM Radio, VHF and UHF among others.

PHYSICAL DEMANDS:

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

While performing the duties of this job, the employee is regularly required to sit, reach with hands and arms, use hands to handle or feel objects/controls, talk, hear, stand and walk. The employee is occasionally required to stoop, kneel, crouch, crawl, and to lift and/or move up to 50 pounds. Specific vision abilities required by this position include both close and distance visions, color vision, peripheral

vision, depth perception, and the ability to adjust focus (especially critical when dealing with hazardous materials).

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions.

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles, toxic or caustic chemicals, and outdoor weather conditions. The employee occasionally exposed to extreme cold and heat, explosives, radiation and vibration. The noise level in the typical work environment is moderate with occasional exposure to loud noise levels.

GARLAND COUNTY
Position Description

JOB TITLE: 9-1-1/DEM Administrative Assistant

Exempt (Y/N): Yes	DEPARTMENT:DEM
DATE PREPARED: October, 1996 August 30, 2004	SUPERVISOR: 911/DEM Coordinator

SUMMARY:

Under limited supervision, the 9-1-1/DEM Administrative Assistant is accountable to perform all 911 addressing in an effective and efficient manner. The incumbent must use interpersonal skills to portray to the public a high confidence level in the Department of Emergency Management. The incumbent is accountable to respond to all disasters in order to protect the citizens and public/private property within Garland County from the effects of a disaster, either man-caused or natural. The incumbent must have the ability to respond to life threatening situations in a calm and organized manner. The individual must analyze situations, make quick and precise decisions (under adverse conditions) to resolve all emergency situations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Assign and update 911 addresses and record in database. Update Road Atlas with new roads and subdivision additions. Create strip maps of new roads.
2. Prepare correspondence/reports to telephone companies, post offices, emergency response agencies, and customers.
3. Communicate with various agencies and customers.
4. Notify County Judge, agencies and customers, as necessary, effected by road naming and numbering changes. Prepare list of new and unmarked roads for Road Department for sign placement. Recheck addresses for posting of numbers.
5. Perform public relations to build and ensure public confidence in the Department of Emergency Management.
6. Provide technical assistance to DEM Coordinator during a declared emergency or disaster. This includes, but is not limited to, Haz-Mat spills, search and rescue, landslides, flooding, fires, airplane crashes, etc.
7. Receive Tier II reports and transfer the information into the CAMEO software program. File and store Tier II reports.
8. Attend meetings with public boards and organizations, new media, etc, as required, for public dissemination of information about the Department of Emergency Management and 9-1-1 Operations. Resolve complaints and issues related to the operations.
9. Prepare and manage the 9-1-1 and DEM budgets. Manage accounts payable and receivable for both 9-1-1 and DEM budgets. Help

with grant writing as necessary.

10. Compose original correspondence and prepare written response to incoming inquiries.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High School diploma; two (2) years of college with background in fire science and/or emergency management degree; and four (4) years previous experience in an emergency related field.

OTHER SKILLS and ABILITIES:

The incumbent must have knowledge of emergency services (police, fire, ambulance, etc.). The incumbent must possess computer skills, accurate typing skills, radio equipment skills, and working knowledge of general office machines. Previous experience in measuring devices (Road Star), and proper use of emergency lights and siren is desirable. Must possess excellent communication and interpersonal skills as lines of communication between the department and emergency service providers. Must be open and clear to ensure that all policies/procedures are fully understood by all agencies.

PHYSICAL DEMANDS:

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

While performing the duties of this job, the employee is regularly required to sit, talk or hear and use hands to finger, handle, or feel objects/controls. The employee is occasionally required to stand and walk.

The employee is on call 24 hours a day, seven days per week. The employee may occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

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

While performing the duties of this job, the employee occasionally works in outside weather conditions.

The noise level in the work environment is usually moderate.

**Garland County
JOB DESCRIPTION**

Job Title: Director of Emergency Management

Exempt (Y/N): Y

Date Prepared: August 28, 2018

Department: Emergency Management and 911

Supervisor: County Judge

Summary:

The Director of Emergency Management works under the general guidance and direction of the Garland County Judge. The Director performs a variety of supervisory, administrative and technical work in the supervision and administration of emergency management and 911 capabilities within Garland County. The Director's primary focus is on the efficient general operations of the Garland County 911 Communications Center, the Garland County Emergency Operations Center, Garland County's Geographic Information's Systems (GIS) Department, the 911 Addressing for the County, and serving as the Fire Services Coordinator for Garland County.

Essential Duties and Responsibilities: but not limited to:

1. Supports the Director of the Garland County Communications Center to ensure effective, efficient, and professional delivery of 911 and dispatch services throughout Garland County.
2. The Director of Emergency Management oversees and supervises all aspects of the Garland County Geographic Information System (GIS) Department, 911 Addressing, and the Floodplain activities for Garland County.
3. The Director coordinates the planning, direction and control of the installation, maintenance, operation and repair of the County Communications system; evaluates new emergency communications systems and procedures for integration into the County system; assists departments in emergency communications planning and programming to ensure capability and interoperability with the overall County system as well as regional and mutual aid partners.
4. Facilitate Public Safety meetings with the County's first responders, elected officials, and stakeholders to provide open discussion regarding emergency communications, available training, and any life-safety related issues.
5. Coordinate and assist with the communications training program for all first responders and agency staff by working with the department heads, Chiefs, and other stakeholders. Communications training will include the operation and use of all agency communication systems and resources.

6. Attend all meetings pertaining to the Garland County Emergency Communications Center and its daily operations.
7. Act as the PIO and Incident Command of the Emergency Operations Center as directed by the Garland County Judge.
8. Ensure reports, statistical records, etc. are maintained and available as required by law.
9. Assist in the development and presentation of annual budgets for the Department of Emergency Management and 911.
10. Maintain a professional, proactive relationship with all County first responders among Volunteer, City, County, State and Federal agencies, as well as private sector entities, elected officials, and the general public.
11. The Director will create the annual department budget with input from Supervisors and present to the County Judge and the Finance Department.
12. Assist with the Public Safety ID Card system and make ID cards for First Responders.
13. Respond as requested and/or required to emergency situations throughout Garland County.
14. Advise and assist the Director in developing and enforcing policies, procedures, protocols and quality control tactics to administer effective and efficient emergency communications services.
15. Initiates, develops, and conducts public presentations.
16. Initiates and conducts exercises that are Homeland Security Exercise and Evaluation Program (HSEEP) compliant.
17. Completes all required Emergency Management Performance Grant (EMPG) reports and training benchmarks.
18. Maintains knowledge of current emergency communication technology including enhanced 911, Public Safety Answering Points, Computer Aided Dispatch, microwave (AWIN) radio systems, Automatic Vehicle Location (AVL) systems, and related equipment and outreach methodology of such technology.
19. Work with the Communications Officer to ensure all Garland County communications resources are properly inventoried. Will maintain equipment accountability/tracking process as well as a maintenance schedule.
20. Travel when required: Attend meetings. Attend classes and conferences to discuss and research emerging public safety telecommunications, radio communications, emergency management protocols and their relationship to the various functional areas of public safety operations of Garland County.
21. Be on call 24 hours a day 7 days a week.

22. Other related duties as assigned by the Garland County Judge.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Individuals must be flexible to work weekends and holidays. Individuals must have no disqualifying criminal history. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervisory Responsibilities:

Under the general guidance of the Garland County Judge, the Director of Emergency Management exercises supervision over Emergency Management, Geographic Information Systems, Floodplain Administration, 911 addressing, and Garland County 911 Emergency Communications Center (GCECC) personnel directly or through subordinate employees. The Director also carries out supervisory responsibilities which include but not limited to:

- Resolving issues that pertain to Emergency Management and/or 911.
- Oversee necessary training of employees.
- Oversee Quality Control Program
- Oversee the consistency and efficiency of the supervisory staff.
- Coordinate with the Garland County Sheriff, Garland County Fire Chiefs, GCECC Director, and other stakeholders to ensure efficient operations of 911 dispatch.

Education and/or Experience: *Formal education or a combination of education and experience may be accepted.*

- Minimum of a Bachelor's Degree and 2 years of supervisory experience in a Public Safety department (Law, Fire, Emergency Medical, and Emergency Services.) In lieu of meeting the education requirement someone with ten (10) years of experience, five (5) of which were at the supervisory level within a Public Safety department may be considered.
- Incident Command System (ICS) 300 and 400.
- Successful completion and certification of required ACIC/NCIC training.
- Public Information Officer training.
- 9-1-1 training.

Working Relationships:

The Director of Emergency Management will be in contact with the public, law enforcement, and emergency responders along with other Federal and state entities. The Director will also create and maintain a positive, professional working relationship with all Garland County Public Schools and Colleges. Must be able to establish and maintain effective working relationships with County staff, citizens and vendors.

Other Skills and Abilities: *not limited to: The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

Knowledge of:

- Operations, services, and activities of a public safety communications and dispatch centers.
- Operational characteristics of microwave (AWIN) public safety communications equipment including computer aided dispatch systems and multi-channel radio systems.
- ACIC/NCIC computer & program,
- Emergency Operations Center functions and operations
- Basic GIS and Floodplain knowledge.
- State and Federal processes of emergency declarations
- State and Federal processes required to closeout both State and Federal disasters.
- Knowledge of required documentation needed to complete State and Federal disaster closeout.
- Incident Command System structure
- Multiple camera and alarm monitoring systems

Ability to:

- Work in a highly stressful environment.
- Make verbal and written presentations in a clear and concise manner.
- Develop and implement policies and procedures.
- Exercise independent judgment.
- Prepare accurate and complete written reports.
- Communicate effectively verbally and in writing and exercise tact, diplomacy, and patience with a diverse group of individuals, including elected officials, department and office directors, representatives of other jurisdictions and private organizations, employees, and the general public.
- Identify issues involving information technology and telecommunications technologies that require attention.
- Prioritize their own work in addition to the work of others.
- Effectively lead by providing appropriate and effective work direction to employees, promoting the mission and vision of the Department and the County, and reinforcing employee desired work behaviors.
- Facilitate the group problem-solving process, recognizing positive results, managing conflict, and negotiating satisfactory outcomes.

Physical Demands:

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

While performing the duties of this job, the employee is regularly required to sit, reach with hands and arms, use hands to handle or feel objects/controls and talk or hear. The employee is occasionally required to stand and walk, stoop, kneel, and to lift and or move up to 50 pounds. Specific vision abilities required by this position include close any distance vision and the ability to adjust focus and distinguish color.

Work Environment: *The work environment characteristics described here are representative of those an incumbent encounters while performing the essential functions.*

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions.

Must be able to travel when required and hold a valid Arkansas Drivers License. This is a 24/7 on-call position that requires immediate availability. Emergency situations may require the employee to be exposed to nature's elements and potentially dangerous environments. Normal work environment is primarily an office setting.

JESAP Grade Assignment: _____

Date _____

DRAFT

Sebastian County 2022

Director of Emergency Management 0505

Job Description

Job Code: 03401
Exempt: Yes
Department: Department of Emergency Management
Reports To: County Judge
Location: Not indicated.
Date Prepared: May 20, 2010
Date Revised: July 08, 2021
Safety Sensitive: No

GENERAL DESCRIPTION OF POSITION

The incumbent reports to the County Judge and shall organize, maintain, and manage an emergency preparedness program designed to protect the citizens and public and private property within the County from the effects of disaster. That program includes activities for mitigation, planning, response and recovery from all disasters, natural, man-caused or enemy attack and the coordination of local government and non-government resources that may be required in any phase of disaster/emergency management serves as point of contact for the Department of Homeland Security, FEMA, ADEM, EPA, and ADEQ. The Assistant County Administrator/Public Safety also oversees the County Rural Fire Association, is the Local Emergency Planning Committee (LFPC) Coordinator, and Sebastian County Safety Coordinator. The incumbent is responsible for total budgets over \$4M.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Develop local government emergency response plans for natural or man-caused incidents including terrorism. Maintain and update County-wide Emergency Operations Plan (EOP) in the format required by federal and state regulations.
2. Develop and manage an Emergency Operations Center (EOC), including staffing and internal emergency operating procedures, for both emergency and daily administrative use.
3. Periodically exercise the emergency response capability of local government and private sector forces that are part of the County resources.
4. Develop and maintain emergency management training programs specifically tailored for emergency response personnel and general interest training programs for public awareness and education.
5. Develop and manage an all hazards emergency direction, control and warning system which includes: A system of direction and control to alert local government officials to emergency situations and which permits them to exercise executive control over those functions which are their mandated responsibility; a communications system for both daily and emergency use; indoor and outdoor public warning for peacetime disasters and terrorism.
6. Develop and manage: a public information system for normal and emergency use; and a comprehensive emergency shelter system.
7. Establish inter and intra-jurisdictional mutual aid agreements for personnel, services, equipment and other resources needed in an emergency.

8. Establish and manage an administrative and fiscal program for the local emergency services in accordance with local, state and federal directives and practices.
9. Complete basic professional and technical emergency management training currently prescribed by the Arkansas Department of Emergency Management and maintain a continuing level of proficiency and competence through periodic attendance of workshops, seminars and professional development and technical training courses.
10. Responsible for maintaining a system of Haz-mat reporting by County industry in accordance with Federal Emergency Management Guidelines and Haz-mat Emergency Response Plan (Tier II reporting).
11. Prepare and present educational presentations on natural and man made disasters to citizens, business, public schools and provide public service information to the news media concerning Emergency Services Program and issues.
12. Oversee The County Rural Fire Association by working with volunteer fire departments in operational policy, equipment, communications and training.
13. Performs other duties as assigned and related duties as currently prescribed in local, State, Homeland Security and Federal emergency management regulations and guidelines.
14. Serves as Flood Plain Administrator by working with the NFIP, State Floodplain Administration, and the citizens within and around the floodplain. Maintain certification as an Arkansas Certified Floodplain Manager.
15. Plan, organize, and coordinate the operation of the Countywide 9-1-1- system with emphasis on relationships between PSAPs.
16. Responsible for advising the County Judge in the event of Declaration of Local Disasters and for the County Hazard Analysis and Mitigation.
17. Maintain a proactive relationship with various public safety entities (law enforcement, fire, emergency medical, etc.) to ensure optimum coordination between these groups and Emergency Management planning for, responding to, recovering from large emergencies and disaster.
18. Prepare and administer department budgets, including expenditure documentation. Prepares budget proposals, administers department revenues and expenditures and performs long-range resource planning as required. Compile statistical data and verifies statistical reports and inventory control for 911, Emergency Management, Rural Fire, Haz-Mat, AWIN, and Homeland Security Grants.
19. Serve as the County Judge's advisor on safety issues affecting the County. Those duties would cover security of County facilities as well as fire and storm safety issues. Safety issues in law enforcement and detention facilities would not be addressed. Responsible for advising the County Judge in the event of Declaration of Local Disasters and for the County Hazard analysis and Mitigation.
20. Respond to all hazardous materials incidence of reportable quality in the County, and report to State Department of Emergency Management and others as necessary.
21. Establish County policies of Homeland Security that are appropriately aligned with National and State Homeland Security Policies. Establish County policies for FEMA Incident Management System that is appropriately aligned with National and State Homeland Security Policies.
22. Coordinate and manage project applications with the Arkansas Department of Emergency Management for the grant program Safe Rooms and Storm Shelters throughout the County.

23. Act as principal emergency management coordinator to the Chief Executive for emergency operations within the County. Maintain situation reporting to the County Judge and key staff members as necessary during and after an event.

24. Provide the Arkansas Department of Emergency Management with timely, concise and accurate reports of emergency situation and requests for aid and assistance.

25. Assure coordination among all departments of local governments as well as with state and federal government and involved private groups. Coordinate and manage local government activities in post-disaster recovery operations.

26. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Broad knowledge of such fields as accounting, marketing, business administration, finance, etc. Equivalent to a four year college degree, plus 9 to 10 years related experience and/or training, and 5 years related management experience, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to write speeches and articles for publication that conform to prescribed style and format; ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane, algebra, solid geometry and trigonometry.

CRITICAL THINKING SKILLS

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

EMT, Floodplain, ICS 100-800, FEMA, PDS

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Mastery: Presentation/PowerPoint, Spreadsheet, Word Processing/Typing

Advanced: Contact Management

Basic: 10-Key, Accounting, Alphanumeric Data Entry

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under administrative direction, setting up own standard of performance. Virtually self-supervising. Reports to senior management of the organization.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner,

and/or sequence of performance of own work, in addition, the organization and delegation of work operations for a division of employees engaged in widely diversified activities.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of major importance which would have considerable effect on the final attainment of multiple major activities and the organization's projects of a large organization component and organization's clientele.

MENTAL DEMAND

Comprehensive and very intense mental demand. Comprehensive and continual involvement with multiple divisions, departments and/or organizations. Strategic and operational management functions which relate to both the short-term and long-term time periods.

ANALYTICAL ABILITY / PROBLEM SOLVING

General oversight. Activities covered by general organizational philosophy and objectives. Solving problems in novel, non-recurring or swiftly changing situations in which the approach is not fully defined. Guidance by top executive officer or business owner.

RESPONSIBILITY FOR WORK OF OTHERS

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

Supervises a large group (16-25) of employees who are engaged in diversified activities.

Supervises the following departments: Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Regularly responsible for funds, building premises, inventory, or other property owned, controlled, or leased by the organization and, in addition, may have temporary custody and responsibility of patron property, which through carelessness, error, loss, theft, misappropriation, or similar action would result in very important monetary losses to the organization. The total value for the above would range from \$1,000,000 to \$10,000,000.

ACCURACY

Probable errors would normally not be detected in succeeding operations and may have serious effects in relationships with patrons and/or with the operations of other segments of the organization. Frequent possibilities of error would exist at all times, since the above mentioned areas are inherent in the job.

ACCOUNTABILITY

FREEDOM TO ACT

Oversight. High level of freedom to complete the duties of the position and guided by broad policy with oversight by president, elected official, etc

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

Very small. Job creates a monetary impact for the organization up to an annual level of \$100,000.

IMPACT ON END RESULTS

Major impact. Job has a considerable impact on the organization's end results. A high level of accountability to generate, manage, and/or control funds within a department and/or total organization.

PUBLIC CONTACT

Extensive contacts with various diversified sectors of the public environment; wherein, the contacts are of major importance and failure to exercise proper judgment can lead to substantial losses to the organization.

EMPLOYEE CONTACT

Continuous contacts frequently involving difficult negotiations which require a well-developed sense of strategy and timing. Involves contacts with senior level internal officials.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of highly complex machines and equipment; specialized or advanced software programs.

WORKING CONDITIONS

Outside or inside working environment, wherein there are potential hazardous working conditions and life-threatening situations exist (fire, chemicals, electrical sources, heights, dangerous people, etc.) part of the time.

ENVIRONMENTAL CONDITIONS

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

While performing the functions of this job, the employee is regularly exposed to outdoor weather conditions, wet or humid conditions, extreme cold, extreme heat; occasionally exposed to work near moving mechanical parts, work in high, precarious places, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, work with explosives, risk of radiation. The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

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

Moderate diversity, moderately physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is regularly required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk or hear, taste or s. The employee must regularly lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

The incumbent is on call 24 hours a day and must maintain a constant state of readiness and works under intense pressure in emergency situations.

SUPERVISORY RESPONSIBILITIES:

Directly supervises all Emergency Services Personnel(14 Full time, 1 RPT, 42 EHP and numerous rural fire fighters. Carries out supervisory responsibilities in accordance with the county's policies and applicable laws. Responsibilities include interviewing, hiring, terminating and training employees;

planning, assigning, and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

EDUCATION and/or EXPERIENCE:

Associate degree or equivalent is required. Eight years on the job experience in Emergency Services is necessary. Background in Emergency Service or Public Safety required. Must obtain and maintain State Flood Plain Administrator certification.

OTHER SKILLS and ABILITIES:

The incumbent must have knowledge of emergency services (police, fire, EMS, volunteer emergency response agencies. etc.) The incumbent should possess knowledge of all aspects of the 911 system. The incumbent must have:

1) the ability to read and interpret documents such as Federal and State regulations, operating and maintenance instructions, and procedure manual, 2) the ability to write clear and informative reports and correspondence 3) the ability to speak effectively before large groups of employees, elected officials, the media, emergency responders, or the general public. 4) proficient knowledge in Microsoft Office (Word, Excel). Knowledge in Cameo, Marplot, Aloha, and E-plan, GIS mapping systems would be a plus.

WORKING RELATIONSHIPS:

Required personal traits include the ability to meet and effectively work with elected and appointed government officials, military officials, emergency response officials, department and agency heads, volunteer fire organizations, and the public at large. Must be able to lead in a crisis situation without creating ill will towards the officials and/or citizens of the county. Must represent the County in a professional and positive way.

Sebastian County 2022

Dept Emergency Mgmt Coordinator 0505

Job Description

Job Code: 15201
Exempt: Yes
Department: Emergency Management
Reports To: Director of Emergency Management
Location: Not indicated.
Date Prepared: July 24, 2015
Date Revised: July 08, 2021
Safety Sensitive: No

GENERAL DESCRIPTION OF POSITION

The incumbent reports to the Director of Emergency Management under general direction. Acts as backup for the Director of Emergency Management and must be knowledgeable in all duties of the Director. Manages competitive and non-competitive grants. Responsible for oversight of all grant equipment. Acts as Public Information Officer for Emergency Management. Coordinates, advises, and manages selected projects for the Department of Emergency Management, Rural Fire Services, and Local Emergency Planning Committee. The incumbent will also oversee, plan, organize, and evaluate budgets, revenues, and expenditures for the County 911 system.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Plan, organize, and coordinate the operation of the countywide 911 system with emphasis on relationships between PSAPs. Assure that the 911 system remains upgraded to the appropriate mandated technology. Stay knowledgeable on Federal mandates that apply to 911 including the telecommunications for the deaf.
2. Develops and presents 911 budget proposals, administers department revenues pursuant to Section 12-10-318-12-10-321. Compiles material required to prepare annual budget figures for review.
3. Monitor expenditures, and perform long-range resource planning for costs necessary for the successful operation of a 911 telephone system including: The engineering, installation, and recurring costs necessary to implement, operate and maintain a 911 telephone system. The costs necessary to answer, forward, and transfer 911 calls. Engineering, construction, lease, or purchase costs to lease, purchase, build, remodel, or refurbish a 911 public safety communication center and for the necessary emergency and uninterruptible power supplies for the center. Personnel costs for 911 public safety communication centers. Purchase, lease, operation, and maintenance of consoles, telephone and communications equipment owned or operated by the political subdivisions and physically located within and for the use of the 911 public safety communication center, and radio or microwave towers and equipment with lines which terminate in the 911 public safety communication centers, and supplies, equipment, and training directly related to and incurred by the political subdivision in mapping, addressing and re-addressing a 911 system.
4. Attends meetings with public boards and organizations, the news media, etc. as required for public dissemination of information about Emergency Services and 911 Operations and to resolve complaints and issues related to the operations.
5. Conducts research and assesses feasibility and opportunities for creating programs and projects, including new program and new technology development; prepares statistical reports and

recommendations.

6. Grant Management - Regularly responsible for \$4M in equipment, inventory, or other property owned or leased by Sebastian County through Homeland Security Grant programs. Seek out, write and request competitive and non-competitive grants through the state, federal, and other agencies as available. Maintain oversight for grant funding including accurate and timely inventories and record keeping for grants in accordance with grant guidelines. Keep appropriate records according to the County, State, Federal and all grant guidelines. Work closely with finance and purchasing departments in preparation for annual grant audits and be prepared to show accurate record keeping in accordance with all guidelines.

7. Assists in: developing local government emergency response plans for natural or man-caused incidents including enemy attack, managing an Emergency Operations Center (EOC) including staffing and internal emergency operating procedures for both emergency and daily administrative use; and planning and organizing periodic training exercises of the emergency response capability of local government and private sector forces utilizing county resources.

8. Develops and maintains emergency management training programs specifically tailored for emergency response personnel, volunteer response personnel, and general interest training programs for public awareness and education.

9. Coordinates large groups of emergency responders and/or volunteers from widely diversified organizations and disciplines as well as spontaneous civilian volunteers. Has considerable responsibility in planning training programs prior to emergencies and disasters and delegating work operations for these groups.

10. Completes basic professional and technical emergency management training currently prescribed by the Arkansas Department of Emergency Management and maintain a continuing level of proficiency and competence through periodic attendance of workshops, seminars, and professional development and technical training courses.

11. Conducts public awareness campaigns including media campaigns, public speaking events and educational speaking events. Also includes distributing literature personally and through volunteer resources, regarding tornadoes, floods, earthquakes, fire prevention and safety, and to develop programs such as RACES, SKYWARN, Citizen Corps, CERT, etc.

12. Meets with staff from schools, nursing homes, healthcare facilities, and businesses and provides assistance to develop emergency plans and continuity of operation plans for each facility.

13. Assist with emergency operations within the county.

14. Assist in providing the Arkansas Department of Emergency Management with timely, concise and accurate reports of the situation and request aid and assistance when necessary.

15. Assist in decision making, coordinating, and managing local government activities in post-disaster recovery operations, assuring coordination among all departments of local governments as well as with state and federal government and involved private organizations.

16. Work directly with the media to inform the public of emergency or disaster situations. Provide timely and accurate information about the possible evacuations, sheltering or imminent storm or tornado disaster information. This includes writing and issuing timely and accurate press releases, as well as appearances on television and the radio.

17. Coordinate large groups of emergency responders and/or volunteers from widely diversified organizations required, and disciplines as well as spontaneous civilian volunteers.

18. On call 24 hours a day 7 days week for emergency/disaster incidents. Opportunity for considerable decision making responsibility on items major importance affecting the entire county and its population.

19. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Knowledge of a specialized field (however acquired), such as basic accounting, computer, etc. Equivalent of four years in high school, plus night, trade extension, or correspondence school specialized training, equal to two years of college, plus 8 years related experience and/or training, and 2 years related management experience, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to write speeches and articles for publication that conform to prescribed style and format; ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane, algebra, solid geometry and trigonometry.

CRITICAL THINKING SKILLS

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

FEMA Professional Development Series, NIMS National Incident Management Systems, IS 700 and IS 800 courses

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Incident Command Systems (ICS) 100, 200, 300 and 400, HazMat AWRN, OPS.

SOFTWARE SKILLS REQUIRED

Intermediate: Presentation/PowerPoint, Spreadsheet, Word Processing/Typing
Basic: 10-Key, Accounting, Alphanumeric Data Entry, Contact Management, Database

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under administrative direction, setting up own standard of performance. Virtually self-supervising. Reports to senior management of the organization.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the organization and delegation of work operations for a division of employees engaged in widely diversified activities.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of major importance which would have considerable effect on the final attainment of multiple major activities and the organization's projects of a large organization component and organization's clientele.

MENTAL DEMAND

Comprehensive and very intense mental demand. Comprehensive and continual involvement with multiple divisions, departments and/or organizations. Strategic and operational management functions which relate to both the short-term and long-term time periods.

ANALYTICAL ABILITY / PROBLEM SOLVING

Oversight. Activities covered by expansive policies and objectives, and oversight as to execution and review. High order of analytical, interpretative, and constructive thinking in varied situations covering multiple areas of the organization.

RESPONSIBILITY FOR WORK OF OTHERS

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

Supervises a small group (1-3) of employees in the same or lower classification. Assigns and checks work; assists and instructs as required, but performs same work as those supervised, or closely related work, most of the time. Content of the work supervised is of a non-technical nature and does not vary in complexity to any great degree.

Supervises the following departments: Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Regularly responsible for funds, building premises, inventory, or other property owned, controlled, or leased by the organization and, in addition, may have temporary custody and responsibility of patron property, which through carelessness, error, loss, theft, misappropriation, or similar action would result in very important monetary losses to the organization. The total value for the above would range from \$1,000,000 to \$10,000,000.

ACCURACY

Probable errors would normally not be detected in succeeding operations and may have serious effects in relationships with patrons and/or with the operations of other segments of the organization. Frequent possibilities of error would exist at all times, since the above mentioned areas are inherent in the job.

ACCOUNTABILITY

FREEDOM TO ACT

Oversight. High level of freedom to complete the duties of the position and guided by broad policy with oversight by president, elected official, etc

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

Very small. Job creates a monetary impact for the organization up to an annual level of \$100,000.

IMPACT ON END RESULTS

Major impact. Job has a considerable impact on the organization's end results. A high level of accountability to generate, manage, and/or control funds within a department and/or total organization.

PUBLIC CONTACT

Extensive contacts with various diversified sectors of the public environment; wherein, the contacts are of major importance and failure to exercise proper judgment can lead to substantial losses to the organization.

EMPLOYEE CONTACT

Continuous contacts frequently involving difficult negotiations which require a well-developed sense of strategy and timing. Involves contacts with senior level internal officials.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of highly complex machines and equipment; specialized or advanced software programs.

WORKING CONDITIONS

Outside or inside working environment, wherein there are potential hazardous working conditions and life-threatening situations exist (fire, chemicals, electrical sources, heights, dangerous people, etc.) part of the time.

ENVIRONMENTAL CONDITIONS

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

While performing the functions of this job, the employee is occasionally exposed to work near moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions, wet or humid conditions, extreme cold, extreme heat. The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

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

Moderate diversity, moderately physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is regularly required to sit, stoop, kneel, crouch, or crawl, talk or hear; and frequently required to stand, walk, use hands to finger, handle, or feel; occasionally required to reach with hands and arms, climb or balance, taste or smell. The employee must occasionally lift and/or move more than 100 pounds; regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

Indirect Supervision - has the responsibility for supervising, directly and indirectly, 400+ members of the Sebastian County Community Emergency Response team both in non-emergency training and deployment and during times of imminent emergency and disaster. Has responsibility in times of disaster for tasking members with emergency response jobs and delegating teams. Also has responsibility for supervising and coordinating spontaneous civilian volunteers and other organizations responding to an emergency or disaster.

Other Skills and Abilities: The incumbent must have knowledge of emergency services (police, fire, EMS, volunteer emergency response agencies, etc.) The incumbent should possess knowledge of all aspects of the 911 system. The incumbent must have: 1. the ability to read and interpret documents such as Federal and State regulations, operating and maintenance instructions, and procedure manual/ 2. the ability to write clear and informative reports and

correspondence/ 3. the ability to speak effectively before large groups of employees, elected officials, the media, emergency responders, or the general public/ 4. proficient knowledge of Microsoft Office (Word & Excel). Knowledge of Cameo, Marplot, Aloha, and E-plan, GIS mapping systems would be a plus.



2020 OEM/911 Deputy Director Job Description

Exempt:	No
Department:	Office of Emergency Management
Reports To:	Office of Emergency Management Director
Location:	102 South Main Level B, Benton, AR 72015
Date Prepared:	December 15, 2010
Date Revised:	September 12, 2019

GENERAL DESCRIPTION OF POSITION

This position manages 4 Lead Dispatchers, approximately 12 Line Dispatchers, 7 days a week, 24 hour emergency response communications center. This position is responsible for managing and directing all aspects of a public safety communications center. Ensures the center runs smoothly and safety is of the highest priority. Maintains communications equipment, including radios and computer consoles to ensure all calls for service are responded to by the appropriate personnel in a safe, prompt, efficient manner. Work is performed under the general direction of the Emergency Management Director and the Judge. This position also assists the Director of Emergency Management in all aspects of Emergency Management for Saline County. This position is designated as a "safety sensitive position" as defined by Act 593 of 2017.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Operates Emergency Operations Center in the event of an emergency situation according to approved emergency response plan directed by the Director of Emergency Management. This duty is performed as needed.
2. Assists Director in establishment of an incident command/unified command center on the scene of an emergency situation according to approved emergency response plan. This duty is performed as needed.
3. Attends Federal, State and local meetings representing Saline County Office of Emergency Management when required or if OEM Director isn't available. This duty is performed as needed.
4. Assists in the Emergency Operations Center in the event of an emergency situation. This duty is performed as needed.
5. Assists the Director in any disaster situations that should occur through the County as needed as a back-up for the Director. Responds to after-hours and weekend emergency calls as required. This duty is performed as needed.
6. Assists OEM Director local industries in development of emergency evacuation plans; maintains files of hazardous chemicals stored at industry sites. This duty is performed as needed.
7. Assists in the development and coordination of the Local Emergency Planning Committee. This duty is performed as needed.

8. Answers questions and provides information to public, media and County departments in absence of director. This duty is performed as needed.

9. Assists in the development of local emergency response plans including natural and man-made disasters; Provides a backup for the County Fire Service Coordinator when necessary in assisting the Volunteer Fire Departments in training, Act 833 applications, obtaining equipment and other areas of fire response. This duty is performed annually.

10. Prepares and maintains current mutual aid agreements with fire departments; ambulance services, etc. as directed by Director. This duty is performed annually.

11. Assists the Director with design, development, execution, and participation in a minimum of 3 exercises per year as mandated by the State of Arkansas/FEMA. Coordinates training for law enforcement, fire departments, ambulance services, etc. This duty is performed annually.

12. Maintains Tier II files/chemical inventory and materials safety data sheets; updates and retrieves computer data as needed. This duty is performed as needed.

13. Responsible for overall operations of the communications center making sure it is running in an efficient manner. Includes, ensuring all 911 calls for service are promptly and efficiently handled by communications personnel and are transmitted or transferred to the appropriate emergency dispatch agency according to current policies and procedures. This duty is performed as needed.

14. Supervise personnel who handle life and death situations on a daily basis and situations that could incur great liability if not handled properly. Maintains the personnel files for OEM/911 employees. This duty is performed as needed.

15. Maintains the Emergency Call out list for the County and conducts initial damage assessment inspection to determine an estimate of damage caused by a disaster, natural or otherwise. This duty is performed as needed.

16. Supervise personnel; proper scheduling of personnel to ensure sufficient staffing based on policy and procedures as well as handling problems and complaints involving the communications center. This duty is performed as needed.

17. The Deputy Director works closely with the Emergency Management Director to provide all the necessary training, information, supplies, etc. and to ensure all 911 calls are handled in accordance with the Saline County 911 Personnel Policy Manual. This duty is performed as needed.

18. Assist in the development and update the communications policy and procedures manual and make recommendations to the Emergency Management Director for policy changes or reviews. This duty is performed annually.

19. Perform supervisory responsibilities, which include interviewing potential employees, hiring, and training employees; planning, assigning, and directing work; performing job evaluations, and rewarding and disciplining employees. Carry out supervisory responsibilities in accordance with County's policies and applicable laws. This duty is performed annually.

20. Coordinate with contractors for weather sirens (46) to ensure functionality and replace batteries as needed for overseeing repairs. This duty is performed monthly.

21. Maintain/produce ID's for all county employees. This duty is performed as needed.

22. Responds to after hours call and acts as back-up for Director. This duty is performed as needed.
23. Responsible for overseeing the recording system for the, Emergency Communications Center, and ensuring it is operational at all times, recording all radio traffic channels, 911 telephone lines and administration telephone lines. This duty is performed as needed.
24. Perform any other related duties as required or assigned.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Valid Arkansas Driver's License; National incident management systems IS-7003.a; National response plan IS-800.b; National response plan IS-800.b; Principles of emergency management IS-230.a; Hazardous material awareness level 2 certification. Must possess certification as a First Responder at the Awareness level from the State of Arkansas Department of Emergency Management (ADEM)/State Emergency Response Commission (SERC) within one (1) year of employment and maintain certification for the duration of employment in this position. Must possess a current FAA Remote Pilot Certificate within one (1) year of employment.

Must complete the Professional Development Series training program and obtain a Professional Development Certificate of Completion from the State of Arkansas Department of Emergency Management (ADEM) within two (2) years of employment.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Within 6 months in office, the following will be successfully completed: Terrorism Awareness AWR-160 or IS; Incident Command system IS-100.a/200.b. Within 12 months: Hazardous materials operations level 2 certification; Basic public information officers G-290; Fundamentals of emergency management IS-230.b; Emergency planning course IS-235.b; Leadership and influence IS-240.a; Decision making and problem solving IS-241.a; Effective communications IS-242.a; Developing volunteer resources IS-244.a; Introduction to exercise IS-120.a; Developing volunteer resources IS-244.a; Introduction to exercise IS-120.a; Intermediate incident command systems G-300; Advanced incident command system G-400.

RESPONSIBILITY FOR WORK OF OTHERS

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

Supervises a large group (16-25) of employees who are engaged in similar activities.

Supervises the following departments: Supervises the Communications Department. Carries out supervisory responsibilities in accordance with the county's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; addressing complaints and resolving problems, and scheduling of personnel work shifts.

ADDITIONAL INFORMATION

Ability to think and act quickly and appropriately in emergencies and highly stressful situations. Ability to elicit important information from callers who may be upset or highly emotional and to decide the most appropriate emergency response for the situation. Ability to work effectively with all regulatory

agencies and with the general public in a courteous, efficient manner. Monitor radio traffic from multiple departments and several frequencies, including multiple Volunteer Fire Departments, Arkansas State Police, special law enforcement task forces, Arkansas Wireless Information Network (AWIN), Sheriff's Office and its' deputies, Arkansas Department of Emergency Management (ADEM), Arkansas Game and Fish, Arkansas Highway Police. Ability to define problems, collect data, establish facts, and draw valid conclusions. Must be able to interpret a variety of county, state, and federal laws, make decisions and take action accordingly. This position is designated as a "safety sensitive position" as defined by Act 593 of 2017.

**2022 Budget
OEM Fire Service Coordinator
Job Description**



Exempt: No
Department: OEM
Reports To: OEM Director/Deputy Director
Location: 102 S. Main, Level A, Benton, AR 72015
Safety Sensitive: YES

GENERAL DESCRIPTION OF POSITION

This position will be responsible for a comprehensive county-wide fire protection program to include the following: coordinating fire response across professional and volunteer fire units within Saline County, and directing mutual aid as necessary; developing initial and recurrent training standards for volunteer fire departments; assisting in investigation of fire causes; attending continuing education programs to remain current on fire prevention technology and techniques; and make presentations to general public. In addition, the incumbent will assist the Director of Emergency Management with improving response to structure fires, hazardous materials, mass casualty incidents, and other emergencies as determined by the County Judge. Independent judgment is exercised, based on knowledge of duties. Work involves regular contact with employees, supervisors, customers, and the public on matters of significance to the department and may involve routine contacts with elected officials. Exercises courtesy, tact, and diplomacy in dealing with others.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Coordinate fire and rescue responses between all fire departments operating within Saline County, to include professional and volunteer units. Provide direction regarding expectations for response, and resolve response issues by working closely with Fire Chiefs.
2. Develop and implement training standards for volunteer fire departments in order to maximize effectiveness and minimize injury to personnel. This would include both initial and recurrent training curriculums.
3. Gives lectures and demonstrations on the subject of fire prevention. Distributes educational material and talks to schools, civic groups, etc.
4. Will serve as the County's Fire Training Coordinator ensuring the volunteer firefighters remain in compliance with all current State of Arkansas, NFPA and ISO training regulations.
5. Assists the Saline County Sheriff's Office in the conducting of investigations of large fires or of fires of uncertain origin including a search of the scene of the fire and questioning witnesses or occupants. Compiles written reports.
6. Investigates complaints of hazardous conditions by fire departments. Determines if hazard is present and initiates action to secure corrections if required.
7. Attends all staff, quorum court and quorum court committee meetings as necessary to ensure the success of the department and the County.
8. Develops and maintains strong working relationships with the Fire Chiefs and the fire fighters of all fire departments in Saline County.
10. Assists in the Emergency Operations Center in the event of an emergency situation.

11. Review and approve Act 833 applications for rural fire departments and provide guidance and direction for the disbursement of Act 833 funds per state law.
12. Assists the OEM Director in any disaster situations that should occur through the County as needed as a back-up for the Director. Responds to after-hours and weekend emergency calls as required during on-call times.
13. Assists OEM Director in establishment of an incident command/unified command center on the scene of an emergency situation according to approved emergency response plan.
14. May represent the OEM Director at various meetings.
15. Participate in training classes as assigned.
16. Schedule appointments and arrange and confirm meetings with officials, citizens, and community committees.
17. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Knowledge of a specialized field (however acquired), such as basic accounting, computer, etc. Equivalent of four years in high school, plus night, trade extension, or correspondence school specialized training, equal to two years of college, plus 5 years related experience and/or training, and 3 years related management experience, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to write reports, business correspondence, and policy/procedure manuals; ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

CRITICAL THINKING SKILLS

Ability to solve practical problems and deal with a variety of known variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram formats.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Firefighter 1 & 2 Certification

EMT-Basic

Hazardous Materials Operations

ICS 100, 200, 300, 400, 700 and 800

IS 2200

G-191

IS-29

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Intermediate: 10-Key, Accounting, Alphanumeric Data Entry, Database, Presentation/PowerPoint, Spreadsheet, Word Processing/Typing

Basic: Contact Management, Human Resources Systems, Payroll Systems

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the work operations of a group of employees, all performing basically the same type of work.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance, either of which would affect the work operations of small organizational component and the organization's clientele.

MENTAL DEMAND

Very close mental demand. Operations requiring very close and continuous attention for control of operations which require a high degree of coordination or immediate response. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also, to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Directed. Supervisory and/or professional skills using structured practices or policies and directed as to execution and review. Interpolation of learned things in moderately varied situations where reasoning and decision-making are essential.

RESPONSIBILITY FOR WORK OF OTHERS

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

Supervises a small group (1-3) of employees in the same or lower classification. Assigns and checks work; assists and instructs as required, but performs same work as those supervised, or closely related work, most of the time. Content of the work supervised is of a non-technical nature and does not vary in complexity to any great degree.

Supervises the following departments:

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Regularly responsible for funds, building premises, inventory, or other property owned, controlled, or leased by the organization and, in addition, may have temporary custody and responsibility of patron property, which

through carelessness, error, loss, theft, misappropriation, or similar action would result in very important monetary losses to the organization. The total value for the above would range from \$1,000,000 to \$10,000,000.

ACCURACY

Probable errors would normally not be detected in succeeding operations and could possibly affect organization-patron relationship, involve re-work, or additional expenditures in order to properly resolve the error. The possibility of such errors would occur quite frequently in performance of the job. May also cause inaccuracies or incomplete information that would be used in other segments of the organization as a basis for making subsequent decisions, plans, or actions.

ACCOUNTABILITY

FREEDOM TO ACT

Directed. Freedom to complete duties as defined by wide-ranging policies and precedents with mid to upper-level managerial oversight.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

Small. Job creates a monetary impact for the organization from \$100,000 to \$1mm.

IMPACT ON END RESULTS

Moderate impact. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

PUBLIC CONTACT

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

WORKING CONDITIONS

Somewhat disagreeable working conditions. Continuously exposed to one or two elements such as noise, intermittent standing, walking, pushing, carrying, or lifting. May involve some travel and/or work is at times, in the evening or during the night hours.

ENVIRONMENTAL CONDITIONS

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

While performing the functions of this job, the employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

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

Moderate diversity, moderately physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is regularly required to sit, use hands to finger, handle, or feel, talk or hear; and frequently required to stand, walk, reach with hands and arms; occasionally required to climb or balance, stoop, kneel, crouch, or crawl, taste or smell. The employee must occasionally lift and/or move up to 50 pounds; frequently lift and/or move up to 25 pounds; regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; color vision; and ability to adjust focus.

ADDITIONAL INFORMATION

The duties listed above are intended only to show the various types of duties that will be performed. The omission of a specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. All positions within the Office of Emergency Management are assigned by the County Judge and/or the OEM Director and are subject to be changed when deemed in the best interest of the Office of Emergency Management operation. This job description does not constitute an employment agreement between Saline County and the employee and is subject to change by the employer if the need of the employer and requirements of the job change.



2018 Saline County OEM/911 Director Job Description

Exempt:	Yes
Department:	Office of Emergency Management
Reports To	County Judge
Location:	102 South Main Level B, Benton, AR 72015
Date Prepared:	December 15, 2010
Date Revised:	January 25, 2018

GENERAL DESCRIPTION OF POSITION

The Director is responsible for managing, directing and coordinating natural or man-made disaster planning and preparedness. Responsibilities include directing the development, implementation, and the administration of the County's Comprehensive Emergency Management Program (CEMP) and Domestic Preparedness Strategy; coordinating the County's all-hazards disaster planning, preparedness, response, mitigation and recovery programs; maintaining working relationships and dialogue with County agencies, as well as local, state and federal government agencies engaged in Emergency Management coordination activities; and conducting public presentations, education and community outreach activities. The incumbent exercises an extensive degree of independent judgment in directing and coordinating administration and improvement of emergency management planning. This position is designated as a "safety sensitive position" as defined by Act 593 of 2017.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Develops and maintains emergency response plans, including the County Emergency Operations Plan to include natural and man-made disaster relief and Civil Defense measures. Organizes emergency services in conformity with Arkansas Code 12-75-101 et.al.
2. Designs and implements emergency management training exercises, involving agencies such as area hospitals, the Red Cross, and the Airport; completes necessary paperwork to receive federal funding for training exercises.
3. Writes and recommends policies and procedures in the areas of emergency management and response as directed.
4. Serves as the contact person for the County Judge's Office with other County Departments regarding revisions to Emergency Management policies and procedures to address specific emergency response situations.
5. Provides assistance with the preparation of the annual Emergency Management budget and 911 Communications budget by compiling annual inventory and equipment costs and computing reimbursements from federal funds; participates in and helps with activities that comply with the state-local emergency management partnership agreement.
6. Prepares bid specifications for Emergency Management projects; reviews bids and recommends selection of vendors based on cost and compliance with specifications.
7. Monitors test procedures to ensure that the emergency warning system is functioning properly; contacts the proper authorities to repair equipment.
8. Evaluates the County's future needs for expansion of the emergency warning system to cover annexed regions.

9. Provides information regarding Emergency Management programs and duties to civic and neighborhood groups, schools, and City, State and Federal agencies; provides information to the news media regarding specific emergency situations.
10. Coordinates the utilization and activities of volunteer personnel (ham radio operators) designed to perform civil emergency communication duties.
11. Submits financial requests for submission to the state emergency management agency to secure funding for supporting federal and state mandated emergency management projects.
12. Registers volunteers and ensures communications equipment is available for use for selected Radio Amateurs for Civil Emergencies (RACE) personnel to provide support with communications requirements during civil emergencies.
13. Responds to after-hours and weekend emergency calls as required.
14. Maintains and updates inventory listings of materials and equipment required for emergency response services.
15. Coordinates work schedule and complete of Emergency Management projects with selected vendors; surveys, inspects and assess complete building maintenance project quality of work and compliance with standards, conditions and specifications.
16. Prepares and monitors federal grants for various programs; ensures that grant funded activities and expenditures comply with applicable local, state and federal regulations and County policy and procedures.
17. Assigns and directs the work activities of the Emergency Management employees and 911 Communications personnel and develops work schedules.
18. Establishes a standard operation program for the Communications Center and reviews calls and communication activity.
19. Maintains a recording system and retrieves information when requested for copies or responds to Freedom of Information Act requests after consulting with the County Attorney.
20. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Technical degree required in such disciplines as Computer Engineering, CPA, etc, plus 8 years related experience and/or training, and 5 years related management experience, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to read, analyze, and understand the most complex documents; Ability to respond effectively to the most sensitive inquiries or complaints; Ability to write speeches and articles using original or innovative techniques or style; Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

CRITICAL THINKING SKILLS

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Valid Arkansas Drivers License; National Incident Management System IS-700.a; National Response Plan IS-800.b; Principles of Emergency Management IS-230.b; Hazardous Materials Awareness Level 1 Certification. Will attend at least one of the following annual meetings: Arkansas Emergency Management Conference or Arkansas Emergency Management Mid-Year workshop as required by the State of Arkansas.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Within 6 months of appointment, will successfully complete the following: Terrorism Awareness AWR-160 or IS; Incident Command System IS-100.b/200.b; Within 12 months of appointment, will successfully complete: Hazardous Materials Operations Level 2 Certification; Basic Public Information Officers G-290; Fundamentals of Emergency Management IS-230.b; Emergency Planning Course IS-235.b; Leadership and influence IS-240.a; Decision Making and Problem Solving IS-241.a; Effective Communications IS-242.a; Developing Volunteer Resources IS-244.a; Introduction to Exercises IS-120.a; Intermediate Incident Command System G-300; Advanced Incident Command System G-400. Within 24 months of appointment, will successfully complete: NIMS Multi agency Coordination System IS-701.a; NIMS Public Information System IS-702.a; NIMS Resource Management System IS-703.a; NIMS Communication & Information Management IS-704.a; Within 36 months of appointment, successfully complete a minimum of 5 of the following courses: Radiological Emergency Management IS-3; Building for the Earthquake of Tomorrow IS-8.a; Animals in Disaster-Module B; Community Planning IS-11.a; EOC Management & Operations IS-775; Retrofitting Flood Prone Residential Buildings IS-279; Role of Voluntary Agencies in Emergency Management IS-288; Radiological Emergency Response IS-301; Introduction to Mitigation IS-393.a; Public Assistance Operations IS-631.a; Introduction to Debris Operations IS-632.a; Introduction to FEMA's Public Assistance Program IS-635.

SOFTWARE SKILLS REQUIRED

Advanced: Presentation/PowerPoint

Intermediate: 10-Key, Accounting, Database, Spreadsheet, Word Processing/Typing

Basic: Payroll Systems

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under administrative direction, setting up own standard of performance. Virtually self-supervising. Reports to senior management of the organization.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the organization and delegation of work operations for a group of employees engaged in widely diversified activities.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of major importance which

would have considerable effect on the final attainment of multiple major activities and the organization's projects of a large organization component and organization's clientele.

MENTAL DEMAND

Comprehensive and very intense mental demand. Comprehensive and continual involvement with multiple divisions, departments and/or organizations. Strategic and operational management functions which relate to both the short-term and long-term time periods.

ANALYTICAL ABILITY / PROBLEM SOLVING

General oversight. Activities covered by general organizational philosophy and objectives. Solving problems in novel, non-recurring or swiftly changing situations in which the approach is not fully defined. Guidance by top executive officer or business owner.

RESPONSIBILITY FOR WORK OF OTHERS

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

Supervises a large group (16-25) of employees who are engaged in diversified activities.

Supervises the following departments: OEM/911 Department

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Regularly responsible for funds, building premises, inventory, or other property owned or leased by the organization and, in addition, may have temporary custody and responsibility of property, which through carelessness, error, loss, theft, misappropriation, or similar action would result in very important monetary losses to the organization. The total value for the above range from \$10,000,000 to \$25,000,000.

ACCURACY

Probable errors would normally not be detected in succeeding operations and would definitely have serious effects in relationships with patrons and/or with the operations of other segments of the organization. Frequent possibilities of error would exist at all times, since the above mentioned areas are inherent in the job.

ACCOUNTABILITY

FREEDOM TO ACT

Oversight. High level of freedom to complete the duties of the position and guided by broad policy with oversight by president, elected official, etc

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

Large. Job creates a monetary impact for the organization from \$10mm to \$50mm.

IMPACT ON END RESULTS

Major impact. Job has a considerable impact on the organization's end results. A high level of accountability to generate, manage, and/or control funds within a department and/or total organization.

PUBLIC CONTACT

Extensive contacts with various diversified sectors of the public environment; wherein, the contacts are of extreme importance and failure to exercise proper judgment can lead to substantial losses to the organization.

EMPLOYEE CONTACT

Establishes company culture by setting tone of interactions and communication with senior level internal officials and employees throughout the organization.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of highly complex machines and equipment; specialized or advanced software programs.

WORKING CONDITIONS

Outside or inside working environment, wherein there are potential hazardous working conditions and life-threatening situations exist (fire, chemicals, electrical sources, heights, dangerous people, etc.) part of the time.

ENVIRONMENTAL CONDITIONS

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

While performing the functions of this job, the employee is frequently exposed to outdoor weather conditions; and occasionally exposed to work near moving mechanical parts, work in high, precarious places, fumes or airborne particles, toxic or caustic chemicals, wet or humid conditions, extreme cold, extreme heat, risk of electrical shock, work with explosives. The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

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

Moderate diversity, moderately physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is regularly required to walk, use hands to finger, handle, or feel, reach with hands and arms, talk or hear, taste or smell; and frequently required to stand, sit; occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move more than 100 pounds; frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job-related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job-related responsibilities and tasks to this job at any time. Certain functions are understood to be essential; these include, but are not limited to, attendance, getting along with others, working a full shift, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans With Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible. Strongly encouraged to complete the Advanced Professional Series as outlined on the Website of the Arkansas Department of Emergency Management at www.ADEM.Arkansas.gov. This position is designated as a "safety sensitive position" as defined by Act 593 of 2017.