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**ASSISTANT HOMELAND SECURITY AND  
EMERGENCY PREPAREDNESS DIRECTOR**

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**Department:** Homeland Security and Emergency Preparedness      **Reports To:** Director of Homeland Security and Emergency Preparedness

**Division:**      **Location:** Administration Building

**FLSA Status:** Exempt      **Classification:** Full-Time/Civil Service

**Approved By:** Civil Service Board      **Date of Approval:** May 2008

**Pay Grade Level:** 8

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**JOB SUMMARY**

This is an essential emergency duty position. Assists in preparing for or combating disaster situation and negotiations with governmental and professional leaders to develop and implement strategic plans by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The essential duties and responsibilities include the following:

- Under the direction of the Director, coordinates with associated civic, government, law enforcement, and professional agencies in the development, maintenance, and implementation of the Lafourche Parish Emergency Management Plan and its associated standard operating procedures for effective management during emergencies; reviews and recommends alterations in parish emergency planning to coordinate with changes in economic, geographical, topographical, and demographic character of the Parish and its environs
- Perform comprehensive investigations of all areas of emergency management operations to determine plans and operating procedures for an effective emergency management program. Test operational plans and make changes as deemed necessary. Plan and participate in training exercises to attain maximum personnel efficiency, to develop and coordinate operating procedures for the emergency operating center and to locate and catalog equipment to be used during emergencies
- Obtains cooperation of property owners; civic leaders, and professional groups in providing facilities and services for emergency preparedness and disaster response
- Confers with business, law enforcement, and government representatives to assist in parish emergency planning and response
- Assists the Director in reviewing emergency plans to coordinate with changes in state or federal policies and homeland security technology
- As instructed by the Director, addresses interested civic, social, and religious groups to stimulate awareness of emergency preparedness activities

- Assists in providing warning and public service announcements/updates to the community before, during, and after emergencies/disasters
- Coordinates activities of emergency operations headquarters/center technical, clerical, and support staff, as well as assigned paid or volunteer workers during simulated and actual emergencies
- In the absence of the Director, assume all responsibilities of the department
- Assure that the emergency operating plans are reviewed and updated periodically and/or annually

Other duties may be assigned.

### **ADDITIONAL RESPONSIBILITIES**

- Responsible for the establishment and maintenance of all records and reports for assigned areas of responsibility
- Serves as a member of outside affiliated boards and commissions, as assigned
- All parish government employees in a declared emergency shall be considered essential personnel

### **COMPETENCIES**

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical – Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures

Problem Solving – Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations.

Project Management – Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.

Technical Skills – Pursues training and development opportunities; Shares expertise with others.

Oral Communication – Demonstrates group presentation skills; Participates in meetings.

Written Communication – Writes clearly and informatively; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Managing People – Includes staff in planning, decision-making, facilitating and process improvement; Makes self available to staff; Provides regular performance feedback; Improves processes, products and services.

Safety and Security – Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Innovation – Develops innovative approaches and ideas.

## **SUPERVISORY RESPONSIBILITIES**

May supervise part-time, temporary, and permanent staff in the performance of job duties.

## **QUALIFICATIONS**

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 will be made to enable individuals with disabilities to perform the essential functions. Jobholders must be legally able to work in the United States.

**Education and Experience.** Associate degree or higher from two-year college or university; or two (2) to three (3) years related experience and/or training; or equivalent combination of education and experience in the technical and programmatic aspects of governmental emergency management and planning; Substantial knowledge of local government responsibilities and programs associated with proper public works management and emergency/disaster response required.

**Language Skills.** Ability to read, analyze, and interpret general business and governmental periodicals and regulations, professional journals, and technical procedures. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, elected officials, and the general public in both formal and informal settings. Ability to respond to common inquiries or complaints from citizens, regulatory agencies, business and industry, and elected officials.

**Mathematical Skills.** Ability to work with mathematical concepts such as probability and statistical inference. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

**Reasoning Ability.** 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.

**Certificates, Licenses, Registrations.** Must possess a valid Driver's License and must obtain a valid Louisiana Driver's License within 30 days of employment.

## **OTHER SKILLS AND ABILITIES**

- Must have a good knowledge of the methods, practices, and procedures in laws and regulations; must possess basic abilities in the operation of personal computers, typewriters, calculators, copy machines, and fax machines; basic knowledge of computer

work processing software, business English, spelling, punctuation, and basic methods and techniques in record keeping and filing systems.

- Ability to plan, evaluate, and prioritize work assignments to ensure accurate and timely implementation and completion.
- Ability to deal courteously and effectively with the public, governmental officials, and other employees of the Lafourche Parish Government.

## **PHYSICAL DEMANDS**

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

While performing the duties of this job, the employee is frequently required to walk, sit and talk and hear. The employee is frequently required to use hands to finger, feel, or operate objects, tools, or controls and reach with hands and arms. The employee is occasionally required to climb, 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 the ability to adjust focus.

## **WORK ENVIRONMENT**

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

The noise level in the outdoor work environment is noisy.