



JOB DESCRIPTION

JOB TITLE: Emergency Management & Government Affairs

FLSA: Exempt

DEPARTMENT: Emergency Management

GRADE: D2

REPORTS TO: County Manager

STATUS: At-Will

SUMMARY OF JOB PURPOSE:

Responsible for managing all emergency management functions, government affairs, and public information programs within the County. Serves as the County's communications manager and Public Information Officer (PIO), ensuring the County's interests are represented at all levels, monitoring legislation, coordinating with officials, and overseeing emergency response communications and public relations.

ESSENTIAL FUNCTIONS:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Supervises assigned staff including hiring, directing, training, and doing performance evaluations.
- Oversees all emergency management functions, including preparedness, response, recovery, and mitigation.
- Serves as County's Emergency Coordinator; develops emergency plans and ensures regulatory compliance.
- Manages the emergency operations center; leads emergency drills and staff training.
- Monitors proposed and existing legislation, evaluates its potential impact, and formulates lobbying plans to support the County's interests.
- Collaborates with internal stakeholders to align lobbying efforts with the County's overall legislative agenda.
- Manages county-wide public information programs; serve as Public Information Officer (PIO).
- Develops media strategies, writes press releases, and acts as County spokesperson.
- Plans and conducts public outreach campaigns; manages County websites and social media.
- Responds to media inquiries, public records requests, and coordinates news conferences.
- Liaise with emergency responders, partner agencies, and community organizations during emergencies.
- Administers grants and ensure compliance with emergency management regulations.
- Represents the County at emergency management meetings; act as subject matter expert.
- Operates a motor vehicle to attend off-site events and meetings, and to visit various work locations and respond to emergencies.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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ESSENTIAL FUNCTIONS (continued):

- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

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.

Education and Experience:

Bachelor's Degree in Business or Public Administration or a field related to the work; AND five (5) years of professional project management, government affairs, public relations, or emergency management experience; OR an equivalent combination of education, training and experience.

Required Knowledge and Skills

Knowledge of:

- Principles and practices of emergency management, including ICS, hazard mitigation, disaster response, and recovery.
- Functions, resources, and limitations of public and private emergency management organizations.
- Federal, state, and local laws and regulations related to emergency preparedness and response.
- Administrative principles, including goal setting, program development, budgeting, and evaluation.
- Government structure, legislative and lobbying processes, and government relations best practices.
- Public information and crisis communication strategies, including media relations, press releases, and social media.
- Effective oral and written communication techniques and preparing educational materials.
- Techniques for working with individuals from diverse backgrounds.
- Recordkeeping procedures and handling sensitive information.
- Modern office procedures and computer applications, including Microsoft Office and other relevant software.
- Safety principles, practices, and equipment related to emergency management.

Skill in:

- Developing and implementing effective emergency response programs, goals, policies, and procedures.
- Building and leading effective teams, motivating individuals, and managing projects to meet goals and deadlines.

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Skill in (continued):

- Applying and explaining applicable laws, codes, and regulations.
- Preparing clear and concise reports, communications, and public relations materials.
- Writing and editing for various public relations purposes, including press releases and reports.
- Communicating complex information effectively to diverse audiences, both orally and in writing.
- Establishing and maintaining strong relationships with stakeholders, including government officials.
- Negotiating, influencing legislative outcomes, and analyzing proposed regulations.
- Responding effectively in high-pressure situations, including conducting risk assessments and coordinating emergency procedures.
- Leading cross-functional teams during emergency response and public relations efforts.
- Using technology and computer software to support communications and maintain accurate records.
- Exercising initiative, independent judgment, and setting priorities to meet critical deadlines.
- Building consensus and facilitating collaborative solutions among stakeholders.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

- Must possess a valid Nevada Driver's License upon hire.
- Must obtain certifications as prescribed by the Nevada Division of Emergency Management (DEM) within DEM-established timelines after hire.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

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

Mobility to work in a typical office setting and use standard office equipment; stamina to remain seated for extended periods of time; ability to work outside of normal business hours and significantly more than 40 hours per week in the event of an emergency; strength to lift and carry up to 20 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in person or over the telephone; cognitive ability to learn and retain information about complex systems, and to solve complex problems.

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EMPLOYMENT STATUS:

This is an at-will position. Either the employee or Lyon County may terminate the employment relationship at any time, with or without cause or notice, subject to applicable law. This job description does not constitute a contract of employment.

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