

Position Responsibilities

This is a full-time managerial position within the Crawford County Sheriff's Office, under the direction of the Crawford County Sheriff. Coordinates emergency management tasks to ensure that all citizens of Crawford County are protected during times of emergency and to prepare for any emergency with proper response, training, and planning. Serves on the Local Emergency Planning Committee and coordinates and implements recommendations of that committee. This is a non-union position.

Lateral Transfer Program

Yes

Lateral Transfer Program Details

Lateral Transfer available for vacation and probation pay rate.

Benefits

Clothing Allowance, Deferred Compensation, Dental, Health Insurance, Life Insurance, Longevity Pay, Paid Holidays, Sick Leave, Vacation, Wisconsin Retirement Fund

Number of Paid Holidays

11

Other Benefits

- Take Home Squad Car (In County)

Qualifications

- Ability to perform essential functions of this position
- Ability to possess a firearm
- Ability to use all standard law enforcement equipment
- Driver's license
- Good verbal and written communication skills
- No felony convictions

Minimum Age

18

Application Deadline

Fri, 12/13/2024 - 23:59

Agency Application

DJ-LE-330, Resume

Application Contact

James Hackett

Title

Director of Emergency Management

Agency

Crawford County Sheriff's Office

Address

224 N Beaumont Rd
Prairie du Chien. 53821

Phone

[\(608\) 326-8414](tel:6083268414)

Email

jhackett@co.crawford.wi.gov

Notes

Background Check, Drug Screening, Medical Examination, Oral Interviews

Education Requirements

High school diploma, 60 college credits / Associate's degree

Additional Education Information

Graduation from an accredited high school or GED. Vocational/technical diploma in emergency services or experience in related fields or, any suitable combination of advanced technical training and experience that provides equivalent knowledge, skills and abilities. An associate or bachelor's degree is desirable. Must pass background investigation and, medical exam with drug screen. Must possess a valid driver's license with good driving record. Must have reliable transportation with proof of insurance. Certified Emergency Manager (CEM) certification or ability to obtain such certification within 4 years. Must be Law Enforcement Officer certifiable by the Wisconsin Law Enforcement Standards Board.

Job Knowledge, Skills and Abilities:

Ability to manage and direct a group of workers such as law enforcement, fire and EMS services.

Ability to decide the time, place, and sequence of operations within a system or organizational framework, as well as the ability to oversee their execution.

Ability to analyze and categorize data and information using established criteria, in order to define consequences and to consider and select alternatives.

Ability to persuade, convince and train others.

Ability to communicate verbally and in writing with county personnel, Department personnel, attorneys, State and Federal law enforcement personnel, the general public, vendor representatives and equipment service personnel.

Ability to interpret basic descriptive statistical reports.

Ability to apply situational reasoning by exercising judgment, decisiveness, and creativity in situations involving direction, control and planning of the Emergency Management Program.

Report Directly to the Sheriff and Chief Deputy

Law Enforcement Duties

Traffic (assist deputies, handle calls for service, and cover open shifts)

Law enforcement certified or certifiable

Jail (assist deputies, handle calls for service, and cover open shifts)

Bailiff (Bailiff to cover open shifts and assist Jail Administrator with duties)

Prisoner Transport (Medical transport, human service transport, and interfacility transfers)

Evidence Transport (Evidence transport to the State Crime Lab and State Hygiene Lab)

Drug Disposal Pick Up

Employment Background Investigations

Policies on Emergency Alert Systems (Sirens, Code Red) and Management of use of systems during a Weather Emergency

WICAMS Credentialing

Committees

LEPC

National Weather Service Weather Ambassador

Crawford County Fire Association

Crawford County EMS Association

Prairie du Chien Correctional Community Relations Board

Administrative:

Assist the Sheriff in developing a budget for the operations of the Emergency Management Office.

Prepares facilities for sight plans and assists in implementation of on-sight plans.

Develop Response Plans for Events (COTR and Crawford County Fair)

Develop and write Grants for Crawford County.

Follow EMPG Requirements

Follow EPCRA requirements

Event Equipment/Command Post

Maintain the Crawford County Command Post

Maintain the Crawford County Emergency Management UTV, ATV, and Boats

Training Exercises

Conduct workshops, tabletops, functional, and full-scale exercises for Crawford County LEPC.

Plan and implement HSEEP (Homeland Security Exercise and Evaluation Program) standards of Exercises in the community. (previously had to outsource this)

Supervisory:

Ability to supervise personnel and activities in the Emergency Management service.

May be required to provide supervisory guidance at accident scenes, disasters, and other patrol situations.

Report all spills to WI DNR and Contact for Hazmat Team

Coordinates and assists in disaster training programs and drills.

Coordinates county emergency operations during and after declared emergencies and disasters.

Supervises the activities of the Emergency Management office.

Assign tasks and delegates authority to subordinate supervisory personnel.

Public / Customer Relations:

Designates and maintains office hours needed to properly administer the Emergency Management program and ensure availability to the general public and county departments.

Answer citizens' complaints or concerns.

Speak to various groups in the county regarding Emergency Management issues or training presentations.

Government Relations:

Work with all county, township and municipal governments to coordinate emergency communication for law enforcement, fire, EMS and emergency management.

Safety Of Others:

Assist the Department of Health and Human Services in laying out shelters in congregate care facilities.

Must be available as needed to provide assistance in emergencies/disaster operations.

Exercise sound judgment in making instantaneous decisions affecting life and property.

Complexity Of Duties And Impact Of Decisions:

Knowledge to interpret Federal, State and County laws and communication rules as they relate to Emergency Management operations. Ensure that all records, reports and program policies and procedures are processed and adhered to in accurate and timely fashion and appropriately maintained on file at the county level.

Work in adverse conditions and hostile involvements.

Other Duties:

Any duty that is assigned by the sheriff or chief deputy.

WORKING CONDITIONS

Environmental:

Frequently work in adverse conditions. May work in temperature variations, odors, toxic agents, noise, disease, dust, and under occasionally unsafe and uncomfortable positions.

Physical Demands / Hazards:

Ability to operate motor vehicle, computer keyboard, emergency communications equipment, boats, snowmobiles, ATV and other general office equipment.

Ability to handle, load, unload, and move and guide material using simple tools, and heavy lifting.

Ability to run and stand for prolonged periods of time.

Ability to recognize and identify degrees of similarities or differences between characteristics of color, forms, sounds, tastes, odors, textures, etc. associated with objects, materials, and ingredients.

Ability to lift, push, pull, drag or carry at least 100 pounds.

Affirmative Action (AA)

Yes

American Disability Act (ADA)

Yes

Equal Opportunity Employer (EOE)

Yes