

**Employment Opportunity:** Job # 12-3 / Veteran Service Officer / Emergency Management Director  
**Posting Type:** Open Announcement - May 21, 2012  
**Closing Date:** Until Filled  
**Starting Wage:** \$32,180 - \$41,988 Annually - DOE / Full -Time with Full Benefits Package  
**Application Procedures:** Please submit a Meade County application and resume to:

★ Human Resources / 1300 Sherman Street Suite □ 212 □ Sturgis, SD 57785

## **Veteran Service Officer / Emergency Management Director**

### **General Statement of Duties**

Under the direction of the County Commission, is responsible for performing professional administrative and managerial duties to ensure veterans are informed of their respective benefits. Additionally; the development and maintenance of an Emergency Management Program for the County.

### **Typical Duties and Responsibilities**

1. Assist veterans and their families in filing claims for various benefits and services to include medical, education, disability, burial, housing, mental health and drug and alcohol treatment/ counseling, job training and nursing facilities and services.
2. Compile information and inform veterans and their families of available benefits and programs.
3. Assist Veteran's with monthly, quarterly and yearly reports according to VA.
4. Develop local emergency plans consistent with the state plan and program for all units of government in the County and update the plans on a regular basis. 12. Assist schools, medical faculty and industry in the development and review of such emergency plans.
5. Develop and maintain County-wide communication and warning system.
6. Develop and maintain a hazardous materials program.
7. Serve as Coordinator of the Local Emergency Planning Committee as formed in compliance with SARA Title III.
8. Provide information and assistance to all governments and individuals in the County on emergency responsibilities and capabilities.
9. Provide disaster training for all local agencies. Provide training for County severe weather spotters.
10. Develop and maintains an Emergency Operations Center for use during an emergency.
11. Apply for financial assistance relative to administration, emergency operations, communications and warning systems.
12. Head up the spring/summer and winter storm campaigns. This includes ordering and maintaining the materials needed from FEMA.
13. Project budgetary needs for Hazardous Materials, Search and Rescue and Emergency Management.
14. Develop a volunteer force of personnel to assist during times of emergency.
15. Oversee and coordinate the Search and Rescue team for Meade County.
16. Coordinate Hazardous Material Coordinator and provide assistance.
17. Prepare office reports to include daily, monthly, quarterly and yearly. Prepare monthly expense vouchers.
18. Attend training sessions, conferences and meetings as required by state and county.
19. Perform duties in a manner consistent with safe practices and policies.

20. Perform other such duties and functions as deemed necessary.

### **Minimum Qualifications**

#### **Experience and Education:**

1. High School Diploma or G.E.D. Certification. Bachelor of Science degree in Administration or related fields preferred.
2. Two (2) years experience with private, county, state, and federal assistance programs, or an equivalent of education and experience.
3. A Veteran as defined under SDCL 33A-2-1 and 33A-1-25
4. Knowledge of Veteran's programs and local, State and Federal Welfare programs. Understanding of SARA Title III, RCRA Act, Clean Air Act, 40 CFR 302-355-372, 29 CFR 1910.120, etc.
5. Understanding of hazardous materials-controls and disposal.
6. Ability to demonstrate good communication skills.
7. Ability to maintain a professional relationship with the general public and other employees.
8. Ability to demonstrate good organizational skills.

#### **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.

1. While performing the duties of this job, the employee is regularly required to talk or hear, and use hands to finger, handle, or feel.
2. The employee frequently is required to stand, walk, and reach with hands and arms.
3. The employee is occasionally required to sit and climb or balance.
4. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
5. Specific vision abilities required by this job include close vision, and ability to adjust focus.

#### **Work Environment:**

The work environment characteristics described here are representative of those 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.

1. The noise level in the work environment is usually quiet.

#### **Examination, Testing, and Certification:**

The Examination, Testing and Certification 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.

1. Valid South Dakota Drivers License.
2. Successful competition in written and/or oral interviews.
3. Other such examination as deemed appropriate and necessary by the County.