



Brown County

25 Market Street
Aberdeen, SD 57401
www.brown.sd.us

Assistant Emergency Management Director

Emergency Management

Wage: \$28.91/hour

Opening date: 09/11/2026

Closing date: Open until filled

JOB SUMMARY

This position is responsible for assisting in directing the county's emergency management functions.

MAJOR DUTIES

- Coordinates the management of the Local Emergency Management Performance Grant; maintains required records and prepares required reports; ensures compliance with grant requirements.
- Receives and processes accounts payable; prepares vouchers.
- Responds to after-hours emergencies as needed.
- Assists in coordinating the operation of equipment, including training others in equipment use; coordinate equipment and operators in emergency situations.
- Serves as Duty Officer and makes required reports to the State of South Dakota related to natural hazard or weather incidents that produce damages, injuries, fatalities, road closures, and storm path hazards; hazardous materials incidents; structural fires; wildland fires; mass casualty/fatality incidents; utility mishaps; missing persons; aircraft emergencies; etc.
- Completes training to maintain required certifications.
- Provides staff support to the Safety Committee.
- Maintains badging system and produces badges for employees, first responders, and equipment.
- Updates and track all first responder contact information to ensure efficient notifications in the event of emergencies.
- Keeps track of county-wide resources.
- Takes notes and transcribes minutes of the Communications Council meetings; serves as secretary/treasurer for the Local Emergency Planning Committee.

Equal Opportunity Employer

- Update and maintains multiple county plans, including the Local Emergency Operations Plan, the Pre-disaster Mitigation Grant plan, and The Point of Disbursement plan.
- Maintains and organizes emergency shelters, weather sirens, school emergency procedures, etc.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of emergency management principles and practices.
- Knowledge of grant management principles.
- Knowledge of relevant federal, state, and local regulations.
- Knowledge of computer and job-related software programs.
- Skill in planning, organizing, analyzing, decision making, and problem solving.
- Skill in developing, writing, and implementing policies and procedures.
- Skill in public relations.
- Skill in interpersonal relations.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Emergency Management Director assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES

Guidelines include local, state, and federal laws; FEMA regulations; local emergency operations plans and mutual aid agreements; Homeland Security guidelines; and department policies and procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied grant management, administrative, and emergency management duties. The necessity of preparing for and responding to complex emergency and disaster situations contributes to the complexity of the position.
- The purpose of this position is to assist in directing the county's emergency management operations. Successful performance contributes to the efficient and effective government response to disasters.

CONTACTS

- Contacts are typically with department personnel, other county employees, representatives of other government agencies, elected and appointed officials, contractors, vendors, business owners, members of community organizations, and members of the general public.
- Contacts are typically to give or exchange information, resolve problems, provide services, and motivate persons.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, bending, crouching, or stooping. The employee frequently lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in an office and outdoors, occasionally in cold or inclement weather. The employee may be exposed to noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, or irritating chemicals. Work requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain a valid driver's license issued by the State of South Dakota for the type of vehicle or equipment operated.

APPLY BY

Submit Brown County resume or application to:

Brown County
Human Resources
25 Market St.
Aberdeen, SD 57401

Fax: 605.725.2355

Email: Humanresources@browncounty.sd.gov

Email: Allison.Tunheim@browncounty.sd.gov