

Ross County Emergency Management Director

Job Announcement

The Ross County Board of Commissioners is accepting applications for an Emergency Management Director.

Nature of Job: This full time position will be responsible for developing, coordinating and implementing county emergency preparedness plans, programs and activities. This position represents the Ross County Board of Commissioners in all matters pertaining to emergency preparedness. (Refer to job description for more detailed information.)

Hours of Work: Monday through Friday from 8:00 am to 4:00 pm.

Probationary Period: The applicant selected for this position is subject to a **6 month** probationary period.

Benefits: This position offers health, vision, and dental insurance. Selected applicant is eligible for vacation, holiday, and sick leave, and will participate in the Ohio Public Employees Retirement System (OPERS).

Compensation: Salary will be commensurate upon education and experience.

Minimum Qualifications: Individual must have emergency management experience, with preferred experience in civil defense, resource management, environmental science operations and an Associates or Bachelor's degree. Candidate must have at least two year's experience in managerial/supervisory relations, business administration, and grants management. Related business work experience in personnel management and emergency management office administration, budget preparation and administration. Individual must possess a valid state driver's license, automobile insurance and acceptable driving record, have and maintain automobile insurance, pass a drug test and be able to function in a smoke-free work environment

How to apply: Interested applicants may download a position posting and description at <https://rosscountyohio.gov/commissioners/> under Job Postings. Resumes may be sent to the Ross County Board of Commissioners, 2 North Paint Street, Suite H, Chillicothe, Ohio 45601, or emailed to: bradcosenza@rosscountyohio.gov. A cover letter, resume, and references must be submitted by 4:00 p.m. on Friday, February 27, 2026. NO PHONE CALLS PLEASE

**Ross County Board of Commissioners
are an equal opportunity employer.**

2/17/26

Ross County
An Equal Opportunity Employer
Position Description

Agency: Ross County Emergency Management Agency

Position Title: Director of Emergency Management Agency

**Reports to: Ross County Commissioners / Executive Committee for the Ross
County Emergency Management Agency**

POSITION DESCRIPTION AND WORKER CHARACTERISTICS:

ESSENTIAL FUNCTIONS OF THE POSITION:

For purposes of 42 USC 12101;

- Develops, coordinates, and implements County Emergency preparedness plans, programs and activities, manages funds and resources (e.g., manages allocated funds and resources consistent with emergency management program, represents Board of Commissioners in all matters pertaining to emergency preparedness, etc.); meets and confers with various local officials on behalf of County Commissioners and County Executive Committee (e.g., law enforcement, fire, emergency medical, schools, transportation, media, Red Cross, etc.) to develop emergency plans (e.g., flood, fire, tornado, chemical spill, terrorism, etc.); advises Commissioners on issues concerning emergency preparedness.
- Plans, schedules, conducts and/or coordinates various public awareness activities and programs (e.g., prepares news releases, educational programs, school safety and awareness programs, and public groups, etc.); meets and confers with various officials to transmit and explain emergency plans, policies, methods, and procedures; assists other public agencies in county with preparation, etc.); coordinates emergency plans (e.g., city, villages, townships, etc.)
- Maintains accurate records and files, develops and maintains resource manuals and inventories of resources that can be utilized during emergencies (e.g., vehicles, facilities for housing and feeding victims, equipment available for processing hazardous materials); develops a variety of reports (e.g., budget report, progress reports, resources inventory update, activity reports, etc.)

- Attends required classes and meetings in accordance with Ohio Revised Code, also attends various meetings, seminars, and related programs to develop and maintain knowledge of new developments, requirements, and procedures. Seeks out and applies for appropriate and eligible grants in order to acquire funding.
- Performs other related duties as required and serves as an active member of the county LEPC.
- Manage/operate the Mass Notification System (WENS); Participation in the 911 Committee
- Maintain, Manage, and Operate the Emergency Operations Center (EOC). Establish, maintain, test and evaluate the operational system for response. Develop EOC staffing plan,
- Schedule and participate in the Annual Emergency Management/ LEPC drills and Drills for all of the Local Schools per the Ohio School Safety Plan.
- Maintain a working relationship with all media outlets, provide information to the public during a major emergency/ disaster.
- 24Hr/365 day a year on-call for all types of incidents, listed are a few: High water, Tornado, Chemical, biological, radiological and nuclear.

MINIMUM QUALIFICATIONS AND EXPERIENCE:

- Preparing/monitoring department budget, EMA Program Management knowledge; Understanding and developing Emergency Preparedness Plans, methods and procedures; Following county/city government structure and processes (public relations; program policies and procedures, conducting exercises, appropriate State and Federal laws, e.g., Emergency Hazmat and SARA Title 111).
- Knowledge of public safety radio procedures; geographic layout of jurisdiction; agency goals and objectives; agency policies and procedures, and county services; marketing; record management.
- Ability to: communicate effectively; identify problem areas and formulate corrective measures; develop and maintain effective working relationships with associates,

- Previous supervisory experience; Ability to supervise individuals in Emergency Management Department and volunteers
- Work closely and cohesively with elected officials, other agencies, and organizations; collect, analyze, and interpret data.
- Ability to: Follow Federal guidance concerning all EMPG program funded personnel in completion of the following trainings; IS 100.b; IS 200.b, IS 700.a, IS 800.b; Complete the FEMA Professional Development Series
- Assessment of storm damage during or immediately following storms Traveling Roads and highways during hazardous weather conditions Other expected duties of the office
- Responsible for all State and Federal grants management/operations within the department.

EQUIPMENT OPERATED:

The following are examples only and are not intended to be all inclusive:

- Computer with accompanying software and web-based programs
- Copier/Scanner/Fax
- Other Office Equipment
- Department/ County owned Vehicles
- MARCS and other Radios
- Tornado Siren Operation

WORKING CONDITIONS WHILE PREFORMING ESSENTIAL FUNCTIONS:

- The employee is exposed to, must negotiate, use, or work with or in the vicinity of chemical compounds found in an office environment (e.g. toner, correction fluid, disinfectant sprays, etc.) The employee has regular contact with the public, including potentially violent or emotionally distraught individuals.
- Work performed in the community is sometimes subject to conditions that range from inclement weather to dangerous conditions such as snow/ice, cold, heat, noise, wetness/humidity, vibration, sudden temperature changes, and poor illumination at the job site or due to travel on the job. Travel to and from field locations may subject worker to increase risk of driving hazards. Community locations may subject worker to communicable diseases, insects or other disease vectors, toxins, hazardous materials, chemicals and animals.

BACKGROUND DESIRED:

- Emergency Management, Civil Defense, Resource Management, Environmental Science Operations, or Private Industry; Associates or Bachelor's Degree.
- **Two (2) Years' Experience:**
Managerial, Supervisory, Business Administration, Grants Management, or other equivalent.
- **Three (3) Years' Experience:**
Emergency Management Office Administrative or other equivalent responsibilities dealing with people.

LICENSE OR CERTIFICATION REQUIREMENTS:

- Valid Ohio's Driver's License, proof of insurance that meets required minimums, record of safe driving, and reliable transportation.
- Meets all prerequisite and on-going qualifications to be covered by the employer's liability insurance carrier.
- Ability to pass a B.C.I. Background Check and Drug Screening.
- Complete FEMA IS 100.b; IS 200.b, IS 700.a, IS 800.b; Complete the FEMA Professional Development Series

*This position description in no manner states or implies that these are the only duties and responsibilities reviewed and understand the contents of my position description.

Date

Employee

Date