

TUSCARAWAS COUNTY
125 East High Avenue
New Philadelphia, OH 44663
www.co.tuscarawas.oh.us

NOTICE OF VACANCY

DATE: May 25, 2023

POSITION TITLE: Deputy Director

PAY RANGE: \$18.37 - \$23.96 per hour

DEPARTMENT: Homeland Security & EMA

UNDER DIRECT SUPERVISION OF: Director

To apply for this position, use the Employment Application available on-line at www.co.tuscarawas.oh.us.

Forward the application and supporting documentation to:
Human Resource Manager
125 East High Avenue
New Philadelphia, OH 44663

Or: E-mail application to: HRManager@co.tuscarawas.oh.us

All applications must be received by 4:30 p.m. on June 12, 2023

Attached is a position description describing duties to be performed

Tuscarawas County does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability or any other unlawful basis in the employment or the provision of services.

ATTACHMENT: Position Description, Benefits summary flyer

TUSCARAWAS COUNTY

An equal Opportunity Employer

POSITION DESCRIPTION

Office/Agency:	Board of Commissioners	Employee Name:	
Class/Title:	Deputy Director	Position Title:	Deputy Director
Class Number:		Position Number:	

Dept./Div.:	Homeland Security & EMA	Civil Service Status:	Classified
Unit:		Employment Statue:	Full-Time
Reports To:	Director	FLSA Status:	Non-exempt
Pay:	Hourly		

Qualifications: Bachelor's degree in Emergency Management preferred. Will consider Associate's degree with extensive experience in related fields and/or experience in Emergency Management programs, with CEM certification.

Licensure or Certification Requirements: Possession of valid Ohio Drivers License is required.

Equipment Operated: The following are examples only and are not intended to be all-inclusive.
Computer, fax machine, copier, calculator, standard office equipment, automobile, and MARCS radio.

Inherently Hazardous or Physically Demanding Working Conditions: The employee has exposure to compounds commonly found in an office environment (e.g., toner, correction fluid, etc.) as well as possible exposure to fire, life threatening situations, and hazardous chemical spills.

This position description in no manner stated or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed both the Cover Page (s) and the Inside Page (s) of my position description, and that I understand the contents of the position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)

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(POSITION DESCRIPTION)

Office/Agency:	Board of Commissioners	Employee Name:	
Class/Title:	Deputy Director	Position Title:	Deputy Director
Class Number:		Position Number:	
Dept./Div.:	HS & EMA	Reports To:	HS & EMA Director
Unit:		Pos. # of Supvr.:	
Normal Hours:	Monday – Friday 8:00 a.m. – 4:30 p.m. <i>Non-traditional hours required during Emergency incidents</i>		

JOB DESCRIPTION & WORKER CHARACTERISTICS: JOB DUTIES

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101

- 25% 1. Assists the director with the planning for and the direction of the agency (develops programs or plans to ensure the county is able to meet major emergencies; applies for and administers grants; assists with the administration of the agency budget; assists with the orientation and management of employees and interns; etc.); assumes responsibility of the agency during the absences of the Director. Will be On Call as assigned.
- 60% 2. Conducts research necessary for the development of programs and plans; accesses data bases in order to obtain, store and evaluate emergency planning information; assists in ensuring the county's emergency plans are consistent and compatible with regional and state emergency plan guidelines; coordinate planning activities to ensure plans promote countywide readiness; coordinates plans with non- governmental organizations to ensure their plans are consistent with the county's plans.
3. Assist in the development of exercises and training; participate in the design process, develop protocols that test local plans and response capabilities in order to identify any deficiencies or increase in risk; promote and develop disaster preparedness training for local citizens as well as coordinate training for responders.
4. Demonstrates regular and predictable attendance.
5. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- 15% 6. Manages yearly information supplied by SARA Title III facilities by updating CAMEO Software Manages HazMat information, by data entry into the Cameo Software.

Other duties and Responsibilities:

1. Works on special assignments and projects as directed.
2. Performs other related duties as required.

Date Revised: 5-25-23

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Class/Title:	Deputy Director	Position Title:	Deputy Director
Class Number:		Position Number:	
Dept./Div.:	HS & EMA	Reports To:	HS & EMA Director
Unit:		Pos. # of Supvr.:	

Normal Hours: Monday – Friday 8:00 a.m. – 4:30 p.m.
Non-traditional hours required during Emergency incidents.

Minimum Acceptable Characteristics: (*indicates developed after employment)

Knowledge of: (1) Budgeting; (2) FEMA planning policies and procedures; (3) Government structure & process; (4) Safety practices and procedures; (5) Emergency management laws and/or regulations; (6) Agency policies & procedures*; (7) Public relations (8) government grant programs; (9) Local geographical area

Skill in: (11) Computer Operations; (12) Use of modern office equipment

Ability to: (13) Carry out instructions in written, oral, or picture form; (14) Deal with problems involving several variables within familiar context ; (15) Recognize unusual or threatening conditions and take appropriate action; (16) Define problems, collect data, establish facts and draw valid conclusions; (17) Understand, interpret and apply laws, rules, or regulations to specific situations; (19) Prepare accurate documentation; (18) Communicate effectively; (19) Develop and maintain effective working relationships; (20) Travel to gain access to work sites.

Position numbers and class titles of positions directly supervised in absence of Director:

Supervises only during absences of and when authorized by the Director.

Tuscarawas County, OH

Unique Job Benefits

In addition to compensation and healthcare, we offer so much more!



- **Generous Paid Time Off:**
 1. Sick – three weeks per year with rollover.
 2. Vacation – based on years of service with rollover. Two weeks at one year of service and up to five weeks at 25 years of service.
 3. Personal days
 4. Flex time / compensatory time / overtime
- **13.5 Paid Holidays; only 2 months without a holiday**
- **Longevity Pay starting at 5 years**

Employee Assistance Program

FREE counseling services, financial and legal advice, family support, help with relationships, estate planning and more.



- **Wellness Program**
Preventative care & benefits including screenings, immunizations, counseling, etc. for employees & eligible dependents.



- **Affordable Health Insurance**

Four generous coverage options including FSA & HSA plans and insurance copays for generic prescriptions as low as \$10. Access to virtual medical care, as well.



- **Vision and Dental Insurance**

- **\$10,000 Basic Life Policy**

With opportunity for additional voluntary coverage for self and dependents.

- **Ohio Public Employee Retirement System**

Vested at five years of employment.

- **Deferred Compensation Program(s)**
Program similar to 401K.

Contact Human Resources to learn more or submit an application

Kris Lowdermilk, HR Manager
HRManager@co.tuscarawas.oh.us

Mellissa Clark, HR Specialist
ClarkM@co.tuscarawas.oh.us



330-365-3204