

RESOLUTION NO. 89-10

R E S O L U T I O N

LEXINGTON, NEBRASKA

CITY

CIVIL DEFENSE ORGANIZATION

WHEREAS, the eighty-third session of the Nebraska Legislature enacted into law the Nebraska Civil Defense Act of 1973, which authorizes and directs each county, and each city or village which is desirous, within the State of Nebraska to establish a local organization for Civil Defense, and to do certain other acts in connection therewith, and

WHEREAS, each political subdivision, except those directly managing a local civil defense agency, shall have a liaison officer to facilitate the cooperation and protection of that subdivision, and

WHEREAS, such action is not only required by law, but that it appears to be in the best interest of the City of LEXINGTON and of the citizens thereof to participate in the benefits and responsibilities of said act, and

WHEREAS, it is the desire and intent of the City Council of LEXINGTON, Nebraska to establish a Civil Defense organization,

NOW, THEREFORE, BE IT RESOLVED BY SAID CITY COUNCIL:

1. That there is hereby established within said city a city organization for Civil Defense to be operated in conformity with the Nebraska Civil Defense Act of 1973, as amended.

This organization will be known as the LEXINGTON Civil Defense Agency.

2. That, reposing great confidence in his/her integrity and ability, Merle S. Morgan is hereby appointed director of Civil Defense for said city organization, to serve during the pleasure of this City Council or until a successor is duly appointed.

3. That, reposing great confidence in his/her integrity and ability, VANCE M. Bricker, whose address is 304 Cherokee Rd., is hereby appointed Deputy Coordinator for the City of LEXINGTON, Nebraska Civil Defense Agency to

POSITION DESCRIPTION
CIVIL DEFENSE DIRECTOR

3517 POSITION DESCRIPTION FOR
CIVIL DEFENSE Director
And Deputy Director

1 copy - City File
1 copy - City Manager
1 copy - Deputy Director

CHARACTERISTICS OF POSITION

Dawson County Civil Defense Director is of Commissioners of Dawson County. Supervisory this position are made from input from the Board

All Cities and Villages within Dawson County Civil Defense Director to also be the Local Director of their jurisdiction by a resolution and approval of the City Council or Village Board. Supervisory decisions regarding this position are made from input from the City Council or Village Board.

DESCRIPTION OF POSITION

Dawson County Civil Defense Director will devote his full time to develop an efficient and effective disaster prevention, preparedness, response, and recovery for all cities, villages, and the general public within Dawson County.

He directs the Civil Defense organization and is the principal advisor to the employing governing body in distress matters, such as in time of disasters, he coordinates the disaster response, subject to the direction and control of the governing body.

The incumbent, must work with elected and appointed officials, both governmental and nongovernmental, of the local governments, of the State and Federal governments in the area in which he serves.

EXAMPLES OF WORK

1. Develop County emergency plans and to update periodically
2. Assist local subdivisions with emergency planning.
3. Develop emergency operations centers (EOC) in all subdivisions.
4. Develop participation in civil defense activities and disaster preparedness.
5. Develop standard operating procedures (SOP), guidance and coordination with all subdivisions.
6. Promote public awareness of civil defense activities.
7. Implement State and Federal programs, and assist with financial assistance to local subdivisions in compliance with State and Federal regulations.
8. Develop and arrange for exercise to practice the disaster operations plans.
9. Provide a County warning system for all natural disasters and enemy attack.
10. Provide a warning siren system for each subdivision.
11. Provide training for natural disasters.

12. Keep records of training, civil defense equipment, and other activities conducted by all subdivisions.
13. Prepare quarterly and annual reports as required by State and Federal Agencies.
14. Prepare annual budget for County Civil Defense Agency, and the State and Federal Agencies.
15. Assist local subdivisions to prepare their annual budgets.
16. Coordinates capabilities to protect life and property and to support recovery operations.

QUALIFICATIONS FOR POSITION

1. Must have general knowledge of emergency operations.
2. Must have knowledge to coordinate planning, organizing, implementing, and directing programs for civil defense.
3. Must be able to provide training and public information for large groups.
4. Must be able to attend workshops, seminars, and other training provided by the state and local agencies.
5. Must be able to maintain a record keeping system.
6. Must be able to get along with governmental and volunteer personnel.
7. Must be able to be on the scene and remain on the scene as long as the emergency disaster is active.

June 15, 1987

April 11, 1989 Revised

POSITION DESCRIPTION

CIVIL DEFENSE DEPUTY DIRECTOR

QUALIFICATION FOR POSITION

1. Must have general knowledge of emergency operations.
2. Must have knowledge to coordinate planning, organizing, and directing programs of Civil Defense.
3. Must be able to maintain records.
4. Must be able to attend workshops, seminars, and other training provided by State Agencies.
5. Must be able to coordinate between governmental and volunteer personnel.

CHARACTERISTICS OF POSITION

The Civil Defense Deputy Director is appointed by the Chief Executive (Mayor/City Manager) of the jurisdiction by a resolution and approval of the City Council or Village Board.

Supervisory decisions regarding this position are made by the local Civil Defense Director and with input from the local Chief Executive.

Local Deputy Directors may appoint an assistant, with the approval of the Chief Executive of the jurisdiction.

DISCRIPTION OF POSITION

The local Deputy Director will volunteer his or her time to assist the County and Local Director to develop an efficient and effective disaster prevention, preparedness, response and recovery within his or her jurisdiction.

The Deputy Director of the local organization is the principal advisor to local government in the absence of the Director, or until the Director arrives on the scene.

In the absence of the local Director the Deputy Director will be the acting Director, with the same responsibilities as the local Director.

EXAMPLES OF WORK

1. The Deputy Director will coordinate activities with and for the local Director.
2. Assist the Director with emergency planning, preparedness, EOC operations, and promoting public awareness within the jurisdiction.
3. Will notify the Director of any civil defense activity within his jurisdiction.
4. During severe weather alert/warnings will arrange to be at the EOC or Police Communications Center to coordinate volunteer storm spotters and public information regarding the storm.
5. Assist the general public with preparedness information and guidance.

April 11, 1989