



NORTH DAVIS FIRE DISTRICT
381 North 3150 West
West Point City, UT 84015
Office: (801) 525-2850
Fax: (801) 525-6935
www.northdavisfireut.gov

JOB ANNOUNCEMENT

DATE: July 10, 2026

POSITION: Full-Time Emergency Management Director (*benefited*)

SALARY: \$97,401.60 - \$141,465.60 annually (exempt position). Wage is dependent upon qualifications and experience.

BENEFITS: Full-time employees receive a comprehensive benefits package that includes medical, dental, vision, life insurance, retirement through Utah Retirement Systems (URS), a cancer insurance policy, paid holidays, vacation leave, sick leave, and other benefits in accordance with North Davis Fire District policies.

CLOSES: Open Until Filled

Job Summary:

The Emergency Management Director is responsible for planning, developing, coordinating, and managing the North Davis Fire District's comprehensive emergency management program for the cities of Sunset, Clearfield, and West Point. This position leads the District's efforts in mitigation, preparedness, response, recovery, and resilience planning to protect the lives, property, and critical infrastructure of the communities served. Working under the direction of the Fire Chief and Deputy Fire Chief, the Emergency Management Director develops and maintains emergency operations plans, coordinates local, state, federal, and private partners, manages emergency management grants, oversees training and public preparedness initiatives, and serves as a key advisor during emergencies and disasters. The position requires strong leadership, strategic planning, and the ability to coordinate multi-agency operations while ensuring compliance with applicable laws, regulations, and emergency management best practices.

The full job description and required qualifications for the Emergency Management Director can be obtained by visiting the North Davis Fire District website at <https://www.northdavisfireut.gov/> or by calling 801-525-2850 ext. 101. It is the applicant's responsibility to contact the North Davis Fire District to ensure receipt of the application and other related documents.

Application Requirements:

Applicants must submit the following:

- Completed North Davis Fire District Employment Application
 - Cover Letter
 - Current Resume
 - Copies of applicable certifications and licenses
 - Copies of college transcripts (official transcripts required upon hire)
 - Three (3) professional references
 - One professional writing sample demonstrating technical or executive-level writing ability
- Applications that are incomplete or received after the closing date may not be considered.

Qualified applicants interested in being considered for the North Davis Fire District Emergency Management Director position should submit the following items:

North Davis Fire District
Attention: Misty Rogers
381 North 3150 West
West Point, UT 84015

North Davis Fire District is an Equal Opportunity Employer and a We Are a Drug Free Workplace

**NORTH DAVIS FIRE DISTRICT
Job Description**

Title	Emergency Management Director	Code:
Department:	Fire	Effective Date: 7/10/2026
Division:	Operations	Revised Date: 7/10/2026

GENERAL PURPOSE

The general purpose of an Emergency Management Director (EMD) is to develop, implement, and maintain comprehensive, all-hazard emergency programs that ensure the safety and well-being of the North Davis Fire District and the communities we serve. The Emergency Management Director acts as the central point of contact for preventing, mitigating, preparing for, responding to, and recovering from emergencies. The Emergency Management Director works in conjunction with the Fire Chief and Deputy Fire Chief.

SUPERVISION RECEIVED

Works under the general supervision of the Deputy Fire Chief and Fire Chief.

SUPERVISION EXERCISED

QUALIFICATIONS

Employment with an agency that has emergency management responsibilities is required, with a minimum of four years of supervisory experience managing emergency management functions by the time of application.

Bachelor's degree is required; master's degree is preferred. Certifications in the field of emergency management, particularly in mitigation, preparedness, response, and recovery activities during major emergencies, are preferred. Experience in developing emergency plans for local governments is required.

Professional certification through the International Association of Emergency Managers (IAEM) or the Utah Division of Emergency Management Emergency Management Professional Certification Program (Associate Emergency Manager or Certified Emergency Manager) is required.

The Emergency Management Director must:

- Possess and maintain a valid State of Utah Driver's License
- Maintain a satisfactory driving record with no restrictions
- Successfully pass and maintain an acceptable background check

NIMS REQUIRED TRAINING

Employees will be required to complete IS-100, IS-200, ICS-300, ICS-400, IS-700, IS-800, IS-703, within the first year of hire.

EXPERIENCE AND TRAINING GUIDELINES

Experience in the emergency management field related to planning, preparing, and developing emergency operations plans for cities, districts, district operations, businesses, and community partners is required. Training and/or degrees in emergency management operations are preferred.

Beneficial experience includes:

- Developing, coordinating, and teaching emergency preparedness policies and programs
- Preparedness, mitigation, response, and recovery operations
- Emergency mitigation activities
- Developing Continuity of Operations Plans (COOP), Emergency Operations or Action Plans (EOPs/EAPs), Hazard Mitigation Plans (HMP)

Required certifications include:

- Obtain the Utah Emergency Management Professional Certification within six months of promotion
- Obtain the Advanced Professional Series Certification within three years of promotion through programs available through the International Association of Emergency Managers and the Utah Division of Emergency Management

KNOWLEDGE OF

- Principles, practices, procedures, and training related to modern emergency management for local government operations
- Rules, regulations, and operational procedures of Fire, Police, Public Works, and other governmental divisions, as well as private and third-party partners assisting during disasters or major incidents
- Principles and practices of supervision, training, and team building
- The National Incident Management System (NIMS)
- Local geography, including water supplies and major hazards within the district
- Modern office practices and use of computers and various software programs
- District budget and purchasing procedures
- Emergency management grant application and administration
- Federal, state, and local laws, codes, ordinances, and regulations governing emergency management
- Emergency Operations Plan development and coordination with district, city, county, and state partners
- Disaster declaration, response, and recovery procedures
- Best practices in instructional methodology and adult learning
- Grant writing and grant management – administers and manages emergency management grants, including but not limited to Emergency Management Performance Grant (EMPG), State Homeland Security Program (SHSP), and Hazardous Materials Emergency Preparedness (HMEP) grants, and Assistance to Firefighters Grant (AFG). Director may also be asked to apply for and oversee Public Assistance (PA), Individual Assistance (IA), Building Resilient Infrastructure and Communities (BRIC) and Hazard Mitigation Grant Program (HMGP) grants and other grant funding to increase the resilience of NDFD areas.

ABILITY TO

- Ability to be self-directed and capable of directing a variety of emergency management activities related to man-made or natural disasters. Activities include but are not limited to fire incidents, emergency medical incidents, severe weather events, hazardous materials incidents, public works emergencies, and civil unrest.
- Ability to influence executive leadership and partner agencies
- Ability to manage complex, multi-agency incidents and competing priorities
- Ability to analyze and rapidly synthesize information during crisis situations
- Ability to maintain composure and decision making under extreme stress

ADDITIONAL RESPONSIBILITIES

- Public education and community disaster preparation
- Ensuring alignment of emergency management programs with District and regional strategic objectives
- Influences leadership and partner agencies to integrate emergency management principles into operations
- Identifies emerging threats, vulnerabilities, and hazards with potential to escalate into disasters
- Conducts or oversees risk assessments and hazard mitigation planning
- Negotiates and manages interlocal agreements and mutual aid/disaster assistance agreements
- Serving as Safety Officer or in other assignments under incident command
- Interpreting and explaining District policies and procedures
- Conducting thorough investigations to improve emergency management practices
- Researching and applying for local, state, and federal grants
- Maintain membership in good standing with the Utah Emergency Management Association
- Maintain a workplace free of discrimination and hostility
- Serve as a professional example through adherence to District policies
- Supervise, train, and assist District and city staff with Emergency Operations Plan responsibilities
- Develop and lead training sessions and courses
- Perform occasional heavy lifting and physical maneuvering
- Communicate clearly and concisely, both orally and in writing
- Accurately document activities through reports, journals, and forms
- Perform duties for extended periods, including during sleep-deprived conditions
- Meet District fitness standards annually
- Maintain audio-visual perception necessary for observation, communication, reading, and equipment operation
- Exercise sound judgment in hazardous or high-stress situations
- Participating in professional meetings and supporting the Local Emergency Planning Committee (LEPC)
- Monitoring new trends and innovations in emergency management
- Delivering public education presentations to organizations, schools, and community groups
- Conducting tabletop exercises and full-scale drills

- Responding to major incident alarms
- Coordinating emergency management activities with outside agencies and organizations
- Performing related duties as assigned
- Work unusual hours during a disaster including nights and weekends as required by the situation
- Responsible for community outreach during preparedness fairs, festivals, etc.
- Plan and participate in emergency drills and exercises
- Comply with all grant reporting and training requirements

The position requires working in potentially hazardous environments including:

- Fire conditions
- Toxic environments
- Dangerous persons or animals
- Emergency driving situations
- Traffic hazards
- Severe weather or disaster conditions

ESSENTIAL FUNCTIONS

- Develop and maintain the Emergency Operations Plan (EOP) and resource manuals
- Plan, develop, and organize the Emergency Operations Center (EOC) and the ICS-to-EOC interface
- Recommend policy, procedural, and ordinance changes related to emergency management
- Develop and maintain public awareness and preparedness programs
- Participate in developing goals, objectives, policies, and priorities for emergency management programs
- Identify resource needs and recommend improvements
- Select, train, and support emergency operations team members
- Coordinate staff training and professional development
- Review and evaluate work methods and training procedures
- Participate in program budget development and administration
- Coordinate activities with other departments, agencies, and organizations
- Prepare staff reports and correspondence for Deputy Fire Chiefs and City leadership

**NDFD IS A DRUG-FREE WORKPLACE
AA / EOE / ADA**

NOTE: The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities