

MARSHALL COUNTY, ALABAMA

Job Description

PLANNER & VOLUNTEER COORDINATOR, EMA

Department: EMA

Job Code: 158

Pay Grade: 108

FLSA Status: Non-Exempt

Reports To: Director, EMA

JOB SUMMARY

The EMA Planner and Volunteer Coordinator is responsible for collecting the necessary data, reporting on each step of various Emergency Management planning projects and maintaining the County Hazard mitigation plan. The Hazard Mitigation plans will address a range of natural and human-caused hazards in maintaining and developing the Hazard Mitigation Plans for the County. Engages in developing plans and coordinating with the many stakeholders across the County and State agencies. Prepares grants and follows up on all plan's documentation. Serves as the EMA Volunteer Coordinator for the Marshall County Voluntary Agencies in Disaster (MCVOAD). Recruits and trains new volunteers, maintains the database of volunteers, and ongoing exercises.

ESSENTIAL JOB FUNCTIONS

- Under the direction of the EMA Director, performs a variety of specialized mitigation planning functions including providing direct technical assistance to the county, local municipalities, and other jurisdictions regarding the All-Hazard Mitigation planning efforts.
- Meets with local officials and groups to explain the purposes and functions of mitigation and disaster recovery planning and program implementation, assists elected officials with specific mitigation and disaster recovery related problems and issues.
- Serves as primary Hazard Mitigation Planner with secondary duties involved in Individual Assistance and Public Assistance Technical assistance plans.
- Prepares and conducts a yearly update to the THIRA (Threat and Hazard Identification and Risk Assessment).
- Aids stakeholders in the identification and development of cost-effective hazard mitigation measures, in accordance with applicable funding program requirements.
- Develops, reviews, and/or evaluates project applications for funding program compliance and completeness.
- Assists with submission of application packages to funding agency.
- Maintains project application files, and tracks progress through review process.
- Writes reports, scopes of work, detailed correspondence, and other documentation related to program parameters and proposals.
- Provides problem resolution and solutions to resolve client issues and concerns.
- Coordinates with EMA Director on Plans development, taking a whole-community approach.
- Develops and updates emergency management plans that describe purpose and scope; provides a concept of operations; and describes and assigns roles and responsibilities to county departments and external partners. Examples include the Emergency Operations Plan (EOP), and other annexes to the EOP.
- Attends local and regional emergency management meetings, as needed, to support planning and operations.
- Builds and maintains relationships with county departments; other local municipalities, nonprofit agencies; and other organizations necessary to the development and publication of emergency plans.

- Leads or participates in the development of After-Action Reports (AAR) and Improvement Plans (IP) for subsequent exercises and responses. Facilitates or otherwise supports AAR/IP reviews by leading discussions or preparing meeting materials.
- Researches, develops, and assists with the implementation and maintenance of local, State and Federal Grants.
- Recruits and trains new volunteers.
- Schedules volunteer activity and maintains training records for volunteers.
- Maintains a database of volunteer information and skills, matching volunteers to opportunities that suit their skills, keeping volunteers informed, and conveying the purpose of EMA's purpose to the public.
- Serves as the EMA VOAD Volunteer Coordinator. Develops databases, maintaining contact information and assisting in developing Mutual Aid Agreements across a Broad Spectrum of potential participants.
- Serves as the EMA liaison to the ALVOAD.
- Serves as the EMA Coordinator for the VOAD Reception Trailer and Equipment Trailer readiness and operations.
- Lead coordinator for disaster operations working closely with FEMA Voluntary Agency Liaisons for supporting the needs of the community: Provides referrals to disaster survivors, unmet needs, Individual Assistance. Accesses all federal programs, policies, public-private connections, and overall situational awareness.
- Assists with and maintains equipment and vehicle operational readiness, maintenance, and repair.
- Maintains EMA supplies needed for non-emergency, emergency, and disaster situations. Prepares reports, communicates information inside and outside of agency, and maintains files as needed.
- Directs inmate labor in assisting with performing maintenance operations and logistical operations.
- Assists with severe weather operations, damage assessments and other emergency call out situations such as hazardous material spills, airplane crashes, pandemics, and others.
- Available for response operations during Duty Officer rotation and during times of disaster and/or emergency response needs.
- Monitors information sources in real time for upcoming weather and hazard conditions.
- Requires regular and prompt attendance plus the ability to work well with others and work well as a team.
- Performs other related duties as assigned.

QUALIFICATIONS

Education and Experience:

Associate's degree in business administration or a related field and two (2) years of experience in clerical or project management work, or an equivalent combination of education and experience. Experience in an Emergency Management environment or related field preferred.

Licenses or Certifications:

- Must possess and maintain a valid State of Alabama driver's license and a driving record suitable for insurability.
- Possession of, or the ability to obtain an amateur radio general class license.

Special Requirements:

- Completion of the FEMA NIMS required online courses within one (1) year of appointment.
- Completion of the FEMA Incident Command classroom courses and the Homeland Security Exercise Evaluation Program (HSEEP) within one (1) year of appointment.
- Ability to climb and stand on a ladder at least twenty (20) feet high.
- Ability to operate large vehicles, operate forklift, pallet jack, and hook and tow large pieces of equipment, including utility and equipment trailers.

Knowledge, Skills and Abilities:

- Knowledge of principles and practices of grant administration and management.
- Knowledge of grant writing to include application procedures and guidelines for state, federal and private grants.
- Knowledge of research techniques to include internet searches, interviewing, and the development and administration of simple surveys as needed to develop grant programs and projects with staff.
- Ability to communicate in writing to include clarity, conciseness, the use of proper grammar, capitalization, punctuation, sentence structure, spelling, and logical organization of thoughts in written reports as needed to write, edit and organize material from a variety of sources as needed to prepare correspondence and comprehensive narrative reports
- Ability to communicate orally to include speaking clearly and using appropriate grammar as needed to provide and gather information, conduct oral presentations and training workshops
- Ability to think logically for interpreting and analyzing problems assigned or encountered.
- Ability to analyze complex problems and reports and reach sound conclusions as needed to develop and monitor grant programs and projects
- Ability to maintain records as needed to maintain comprehensive record keeping system of current and future grant-writing activities.
- Ability to review, classify, categorize, and/or analyze data as needed to examine and analyze financial records and prepare and interpret a variety of financial statements and reports.
- Ability to manage time and resources to include setting priorities for daily work, maintaining a calendar, and projecting needed resources as needed to meet critical deadlines and handle multiple tasks and projects.
- Ability to manage projects to include analyzing and defining the project, establishing objectives, evaluating alternatives, estimating the necessary time and resources, determining the appropriate strategy, and preparing a timeline for project completion as needed to manage multiple projects.
- Ability to handle multiple tasks simultaneously to include performing duties, answering questions and assisting the general public
- Ability to interact with others to include courtesy, tact and diplomacy as needed to provide/gather information, assign and follow up on work duties, and establish effective working relationships.
- Ability to perform basic mathematical computations and descriptive statistics as needed to prepare financial, progress, and summary reports.
- Ability to use spreadsheet software such as Excel as needed to develop spreadsheets and graphics for analysis of auditee's financial records.
- Ability to maintain regular and prompt attendance.
- Ability to work well with others and work well as a team.
- Ability to establish and maintain effective working relationships with public officials, employees, volunteers, the media and the general public.

PHYSICAL DEMANDS

The work is medium work which requires exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force to move objects. Additionally, the following additional physical abilities are required: balancing, climbing, crawling, crouching, feeling, manual dexterity, grasping, handling, hearing at normal speaking levels, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking at a level to exchange ideas, and walking. Visual acuity at a level to view computer terminal, analyze data, and read extensively. Visual acuity at a level to include color, depth perception and field vision, determine

accuracy and thoroughness of work assigned, and at a level to operate motor vehicles and/or specialty equipment, with or without correction. Body movement or mobility to be able to move about on all types of different terrain. Stamina to withstand adverse weather conditions such as heat and cold when responding to emergencies.

WORKING CONDITIONS

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs. Work may be performed in an indoor or outdoor environment. Indoor work is performed in a relatively safe, secure, and stable office environment. Outdoor work may be performed with exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, temperature and noise extremes, bright/dim light, toxic agents, disease, pathogenic substances, animal/wildlife attacks, animal/bites, or rude/hostile citizens. Work involves traveling in between locations. *Work involves working extended and unusual hours, including weekends, holidays, and/or off-hour shifts during emergencies or disaster situations, and during training programs, preparedness exercises, and public outreach events.*

Marshall County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Employee Signature

Date

Supervisor (or Personnel) Signature

Date

Marshall County commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The County's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.