

MARSHALL COUNTY, ALABAMA

Job Description

DIRECTOR, EMA

Department: EMA

Job Code: 975

Pay Grade: 113

FLSA Status: Exempt

Reports To: Commission Chairman

JOB SUMMARY

The EMA Director oversees and supervises the day-to-day and emergency operation of the local organization for emergency management and coordinates and participates in the development and maintenance of plans and procedures. Coordinate countywide activities of response personnel in Marshall County and oversees training programs and exercises for staff, response personnel, and volunteers. Informs and educates the public regarding emergency management operations. Interfaces with state and federal Emergency Management agencies, legislative groups, and peer agencies in the preparation and funding of all required emergency response programs. Participates in self-development and continuing education activities as prescribed by state and federal agencies.

ESSENTIAL JOB FUNCTIONS

- Oversees and supervises the operation of the local emergency management agency.
- Maintains an office responsible for local emergency management.
- Supervises assigned staff by hiring, training, evaluating performance, and taking disciplinary action, as needed.
- Prepares and submits proposed local emergency management program annual budget for local and state approval.
- Prepares and submits to AEMA a report of monthly expenditure for reimbursement.
- Prepares periodic activity reports.
- Enforces compliance with local, state, and federal laws related to Emergency Management.
- Supervises volunteer staff and coordinate Emergency Operation Center (EOC) activities during emergency periods and EOC activation.
- Recruits and trains emergency responders to meet all local, state, and federal requirements.
- Establishes and maintains records of training administered and trainees involved.
- Prepares plans for relocation of evacuees from high risk areas into safe areas, coordinating plans with adjoining counties.
- Prepares state reports showing planned program activities and accomplishments.
- Responds to hazardous waste spillage, assisting emergency personnel in coordinating emergency responders and clean-up process and advising ADEM and other appropriate agencies, including requesting assistance as necessary.
- Plans and implements training programs for volunteer and emergency response personnel, County agencies, and general public
- Prepares plans for developing effective countywide responses to emergency situations.
- Develops, maintains, revises, and distributes a County ALL Hazards Emergency Operation Plan (EOP).
- Formulates, conducts, and maintains a jurisdictional hazard analysis.
- Develops and maintains an accurate resource directory.
- Conducts facility surveys and Hazard/Vulnerability analysis for schools and industries addressing natural and technological disasters.
- Schedules, plans, conducts, and evaluates exercises testing the effectiveness of jurisdictional plans.

- Establishes and maintains RACES and ARES within the jurisdiction and coordinates them with adjoining jurisdictions.
- Establishes and maintains an emergency communication system linking EOC and all response organizations in the jurisdiction.
- Establishes and maintains an effective emergency public information system.
- Assists in developing and maintaining effective mutual assistance agreements within the jurisdiction as well as with adjoining jurisdictions.
- Provides support and assistance in the event of actual disasters, accidents, or incidents.
- Supports and assists in the activation of reception and care procedures and facilities.
- Assists in coordination of search and rescue operations.
- Assists in activation of all warning systems as required and appropriate.
- Assists in evacuation operations.
- Assists in coordination with other agencies such as Red Cross, DHR, and EPH in efforts to provide immediate relief in the form of shelter, food, and clothing.
- Assists in assessing and reporting damage from disasters, etc., to local, state, and federal officials as required.
- Assists in coordinating responses to hazardous events.
- Furnishes information, reports, and official documents required to state and federal officials.
- Assists in submission of applications for federal assistance in restoring destroyed or damaged eligible facilities.
- Assists in the identification of deficiencies in response and recovery activities and in formulating recommendations for correcting deficiencies.
- Distributes information about the function of the County Emergency Management Agency to the public at large and other organizations using all available means.
- Distributes booklets and pamphlets offering information to the public.
- Speaks to groups such as schools and emergency responders on the importance of emergency preparedness, the EMA, and available resources.
- Ensures that weather watch and warnings are received by the public.
- Advocates for financial and other support for EMA.
- Assists agencies to locate and designate shelters.
- Assists agencies in storing and testing emergency equipment in shelters.
- Assists agencies to arrange for food storage and delivery.
- Assists agencies as necessary in recruiting staff for shelters and arranging training.
- Lists and organizes available County emergency response groups.
- Lists all County personnel and resources available, including cities, towns, volunteer fire department, and rescue squads to help respond to disasters.
- Enables local response groups to become more effective in responding to disasters through suggesting training and providing regular communications.
- Takes part in self-development; offers training and assistance to those who handle emergencies.
- Participates in professional development classes offered by state and federal EMA.
- Reads relevant materials and take advantage of other means of staying abreast of developments in field.
- Offers training to daily emergency responders and volunteer groups.
- Schedules persons for training classes in RADEF, hazardous-materials spillage, and severe weather.
- Provides assistance to patient facilities in developing emergency plans.
- Assists schools in preparing plans and exercises.
- 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:

Bachelor's degree in business or public administration, chemistry, engineering, or a related field and five (5) years of experience in emergency response and disaster preparedness, or an equivalent combination of education and experience.

Licenses or Certifications:

- Must possess a valid State of Alabama driver's license and a driving record suitable for insurability.

Special Requirements:

- If not previously completed, the successful applicant is required to successfully complete all courses required by the State of Alabama Emergency Management Agency and meet annual continuing education requirements.

Knowledge, Skills and Abilities:

- Knowledge of federal, state, and local legislation, practices, and procedures associated with emergency situations.
- Knowledge of disaster procedures.
- Knowledge of and ability to prepare comprehensive plans.
- Knowledge of resources available in jurisdiction.
- Knowledge of nuclear, technological, and natural hazards in jurisdiction.
- Knowledge of governmental and parliamentary procedures and policies.
- Knowledge of procedures necessary for jurisdictions to recoup damages.
- Knowledge of principles of accounting and bookkeeping.
- Knowledge of potential effects of various disasters.
- Knowledge of budget preparation procedures.
- Knowledge of County, state, federal, and departmental policies.
- Knowledge of principles of management and supervision.
- Skill in oral communication sufficient to relate effectively with governmental officials, legislative committees, and to respond to large groups of people and in emergencies.
- Skill in writing sufficient to communicate effectively with government officials and to prepare written documents for various purposes.
- Skill in reading and comprehending laws, codes, ordinances, technical information, and data related to EMA.
- Ability to read maps and instrument gauges.
- Ability to use common office equipment, including telephone, radio, computer, etc.
- Ability to work onsite at an emergency situation or disaster site to organize and direct operations for extended periods.
- Ability to review and analyze information under emergency operating conditions and make recommendations for courses of action.
- Ability to develop policies, long-range plans and allocate funds.

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 equipment, with or without correction.

WORKING CONDITIONS

Work is performed in an environment where decisions could lead to major community or organizational consequences if appropriate decision is not made, and in an 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.