

**BLOUNT COUNTY
JOB DESCRIPTION**

How to Apply:

Please apply by email to Hanah Denney, at hdenney@co.blount.al.us by Wednesday, July 27. All applicants will receive a confirmation email within 24 hours. Applicants selected to be interviewed will be contacted by July 29.

Job Title: Deputy Director

Department: Emergency Management Agency

FLSA: Non-exempt (hourly pay)

Grade: 11

Starting Wage: \$16.54 - \$18.25 / hour, commensurate to experience and certification

Scheduled Start Date: As soon as is reasonable, preferably no later than September 5.

Contractual Requirement: If additional certifications and training will be required, beyond regular or continuing education, a contract may be required to ensure that certification and training expenses will be reimbursed to the county by the employee if the position is willfully vacated within three years from the employment date.

Job Description Prepared: August 2015

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: EMA Director

Subordinate Staff: None

Other Internal Contacts: All County Departments

External Contacts: General Public; Federal Emergency Management (FEMA); Department of Homeland Security; National Weather Service; Environmental Protection Agency (EPA); Alabama Department of Environmental Management (ADEM); Alabama Department of Transportation (ALDOT); Alabama Emergency Management Agency (AEMA); School Administrators; Alabama National Guard; Media; Other County EMAs; First Responders and Law Enforcement Agencies; Civic Organizations; Volunteer Groups; Utilities Companies; Non-Profits

Job Summary

Under the direction of the EMA Director, the employee assists in planning and coordinating resources for Countywide emergency management plans. Employee makes public aware of emergency plans and assists in implementing plans when disaster occurs. Provides assistance and coordination during disasters or emergencies.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

ESSENTIAL FUNCTION: Planning and Preparedness. Prepares and maintains Emergency and Standard Operating procedures; plans training and other programs to prepare for any type of threat or disaster.

1. Maintains Emergency Operations (EOP) and Standard Operating Procedures; maintains Hazard Mitigation, Strategic National Stockpile; NIMS, and City Readiness plans
2. Develops and coordinates scenarios for exercises and drills.
3. Attends participates in, and conducts emergency preparedness training at local, state, and federal levels.
4. Assists in the development of programs and emergency operational capabilities to mitigate, prepare for, respond to and recover from any type of disaster.
5. Assists the local Mass Care Planning Group.
6. Assists with formal periodic threat assessments.
7. Maintains current and comprehensive list of resources.
8. Ensures Emergency Operations Center (EOC) remains in a state of readiness for activation.
9. Assists in the provision of Search and Rescue training to County groups.
10. Assumes planning and preparedness duties in the absence of the Director.

ESSENTIAL FUNCTION: Public Information. Provides Emergency Management information to individuals and organizations through various events and social media; also assists community in emergency management preparedness.

1. Provides emergency planning information to individuals, private industry, and governmental agencies.
2. Speaks to local civic organizations and schools to promote individual responsibility in emergency preparedness.
3. Serves as emergency management presence at the County Fair and other shows/events to promote emergency preparedness.
4. Programs weather radios for the general public as a method of emergency preparedness.
5. Monitors and updates the EMA social media account(s).
6. Assumes the public information responsibilities of the Director in his/her absence.
7. Assists with maintaining social media and mass notification systems.

ESSENTIAL FUNCTION: Response and Recovery. Provides assistance in assessing damages to private and public property; Ensures requests are followed through.

1. Supervises proper handling of messages and requests for assistance.

2. Advises Director of changing situations and resource needs.
3. Performs damage assessments of private property after disaster.
4. Performs infrastructure damage assessments after disaster.
5. Provides assistance and coordination during disasters or emergencies.
6. Assumes response and recovery duties in the absence of the Director.

ESSENTIAL FUNCTION: Administrative Duties. Assists maintaining the functional operation of the Emergency Management Agency through the budget, updating and maintaining inventory and record management.

1. Provides daily presence to the EMA office.
2. Prepares and submits required AEMA reimbursement claims to the Director.
3. Maintains proper records retention in accordance with appropriate guidelines.
4. Documents agency activities.
5. Maintains files and documents including compilation of reports required for Emergency Management Planning Grant (EMPG) and ensures compliance with grant terms.
6. Assists in the development of the annual budget.
7. Performs annual inventory for EMA equipment and materials.
8. Procures purchase order for EMA office supply purchases.
9. Remains on call 24/7.
10. Serves as absentee ballot voting manager.
11. Performs other duties as assigned.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. *Knowledge of County rules, regulations, policies and procedures.
2. *Knowledge of County road and bridge systems.
3. Knowledge of general emergency management practices.
4. Knowledge of budget preparation.
5. Knowledge of hazardous material procedures.
6. Knowledge of shelter management procedures.
7. Know of procedures necessary for cities and counties to recoup damages from natural disasters.
8. Reading skills to comprehend state and federal guidelines..
9. Verbal skills to effectively communicate with supervisors, co-workers and the general public.
10. Writing skills to develop and maintain emergency plans and prepare correspondence.
11. Computer skills to include basic application to complete professional documents.
12. Math skills to prepare accurate budgets.
13. Ability to solve problems, make decisions, and supervise personnel in an emergency situation.
14. Ability to operate two-way radio and/or link.
15. Ability to speak in a calming tone, giving pertinent information in an emotional environment.
16. Ability to drive.

Minimum Qualifications

1. Possess a two-year college degree in a related field from an accredited college or university.
2. Two years of professional experience in emergency response or related field; or any combination of education, training and experience that demonstrates the above listed knowledge, skills and abilities commensurate with the requirements of this job.
3. Possess a current and valid driver's license.
4. Completion or the ability to complete within a specified time FEMA/AEMA training courses.
5. Ability to obtain CLEM certification.
6. Ability to obtain advanced-level Emergency Manager Certification and maintain certification through the Alabama Association of Emergency Managers (AAEM).
7. Ability to be on call 24/7.
8. Ability to travel.

Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions, e.g. working at great heights under extreme weather conditions, subject to physical attack or mob conditions, or similar situations where conditions cannot be controlled.