

JOB ANNOUNCEMENT
DIRECTOR
LAMAR COUNTY EMA
LAMAR COUNTY, ALABAMA
SALARY \$40,000.00

The Lamar County Commission is seeking applicants for the position of Director of the Lamar County Emergency Management Agency.

1. Major Duties:

I. EMA Director

- a. Grant Administrator for FEMA grant programs
- b. Coordinator for Sheriff and local Emergency Planning Committee (LEPC)
- c. Maintain the Mitigation Plan-Coordinator along with LEPC
- d. Maintain the Emergency Operation Plan (EOP) with LEPC
- e. Maintain the Standard Operation Guide (SOG) with LEPC
- f. Coordinator for the Annual Disaster Exercise with LEPC
- g. Assist Judge of Probate with the Annual Appreciation Day activities
- h. Coordinator with Fire Association, Rescue Association and Law Enforcement in the county
- i. Maintain licenses for EMA radios
- j. Responsible for the Emergency Operation Center (EOC) side of the jail complex
- k. Coordinator for the Lamar County Light Rescue team
- l. Works storm/disaster events from warning stage through completion in coordination with local departments and state EMA
- m. Responsible for all state EMA reports

II. Homeland Security Point of Contact

- a. Lamar County's Point of Contact (POC) for Homeland Security
- b. Grant Administrator for Homeland Security Grants
- c. Coordinates Homeland Security Activities with all agencies
- d. Maintain the Homeland Security Assessment and Strategy plan
- e. Responsible for all Homeland Security reports

III. National Flood Insurance Coordinator (NFIP)

- a. County Coordinator for the NFIP (Works with County Engineer)
- b. Assists all municipalities with the NFIP reports
- c. Responsible for all NFIP reports

IV. Lamar County 9-1-1

- a. Board member on the 9-1-1 Board, representing EMA
- b. Coordinates with 9-1-1 personnel for day to day activities

Must be highly motivated with computer skills and written and oral communications skills. Work involves supervision of staff, coordinating various programs and grant administration.

Applicant must have knowledge of state, federal and county standards, regulations; knowledge of the principals and practices of administration, EMA community organizations and operations; ability to effectively handle potentially dangerous situations in an emergency and the ability to exercise judgement in such emergencies.

Successful applicant will be evaluated for job performance after six months.

Resume should be submitted to the Lamar County Commission no later than July 22, 2016. Mail to: Lamar County Commission P.O. Box 338, Vernon, AL 35592. **NO PHONE CALLS.**

I. Education (Applies to newly hired Directors/Managers)

A minimum of two (2) years of college-level education achieved and work experience of three (3) years in the area of emergency response, management, or military service.

NOTE: Qualifying experience in disaster relief and recovery programs, simulated disaster response exercises, emergency management planning, hazardous materials management, or allied emergency management services above the minimum will substitute for the required college education on a year for year basis up to four years.

II. Specialized Emergency Management Training

All Emergency Management Directors/Coordinators are required and local emergency management support personnel are encouraged to complete the following basic training: The following independent study courses. The Professional Development Series:

- IS-139 (Exercise Design)
- IS-230 (Principals of Emergency Management)
- IS-235 (Emergency Management Planning Course)
- IS-240 (Basic Skills in Leadership and Influence)
- IS-241 (Decision Making and Problem Solving)
- IS-242 (Basic Skills in Effective Communication)
- IS-244 (Developing and Managing Volunteers)

-AND-

- IS-1 (Emergency Manager: An Orientation to the Position)
- IS-22 (Are you Ready? An In- Depth Guide to Citizen Preparedness)

- IS-120 (An Orientation to Community Disaster Exercises)
- IS-195 (Basic Incident Command System)
- IS-275 (The EOC's Role in Community Preparedness, Response and Recovery Activities)
- IS-288 (The Role of Voluntary Agencies in Emergency Management)
- IS-292 (Disaster Basics)
- IS-317 (Introduction to Community Emergency Response Teams)
- IS-362 (Multi-Hazard Emergency Planning for Schools)
- IS-393 (Introduction to Mitigation)
- IS-513 (The Professional in Emergency Management)
- IS-630 (Introduction to the Public Assistance Process)
- IS-700 (National Incident Management System)
- IS-800 (National Response Plan (NRP), and Introduction)

NOTE: Equivalency Clause:

All previous emergency management training attended and academic course work completed may be certified as being equivalent to certain "IS" required courses. Equivalency credit may be obtained by written request, with supporting documentation attached for review and approval by the Curriculum Review Committee at State EMA. The Committee will be composed of AEMA Training Coordinator (Chair) and two (2) appointed local emergency management directors.

State delivered FEMA "G" course may be taken in lieu of the IS course.

The individual must also complete the AAEM Basix EMA course within 24 months of hiring.

NOTE: CEU credit will be offered to those individuals that have previously completed this course.

III. Continuing Education

All EMA Directors must complete by December 31st, of each calendar year, a minimum of twenty-four (24) continuing education units (CEU) accredited by the State EMA. CEU's earned over the 24 minimum may be carried over to the next calendar year up to 12 CEU's.

Previous training, education, etc, will be considered upon review and approval by AEMA Curricular Review Committee.

New Director is required to receive 24 CEU's during each calendar year upon receiving CLEM certification.