

**BALDWIN COUNTY**  
invites applications for the position of:

## **Emergency Management Director - Baldwin County Commission**

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**SALARY:** \$85,000.00 - \$100,000.00 Annually

**OPENING DATE:** 01/23/19

**CLOSING DATE:** 02/13/19 11:59 PM



***All applicants are requested to attach a resume, cover letter, and salary requirements upon applying for this position.***

Baldwin County, Alabama, is a coastal county located on the northern Gulf Coast between Mobile, Alabama, and Pensacola, Florida. The 2018 estimated population is approximately 212,000. Baldwin County is the fastest growing County in Alabama and contains the 8th fastest growing Metropolitan Statistical Area (MSA) in the nation. The County has abundant and diverse natural resources from the white sandy beaches on the coast, bay breezes along Perdido Bay, sunset views along Mobile Bay, rolling fields in Central Baldwin, and many rivers and creeks filled with wildlife in north Baldwin County. With a positive economic climate, coupled with a superior quality of life, Baldwin County is one of the best places to live along the Gulf Coast.

The County is governed by a four-member County Commission elected at-large every four years. The EMA position is an appointed position reporting directly to the Baldwin County Commission through a four-year employment contract that runs concurrent with the County Commission election cycle, subject to applicable state law. The successful candidate must have a high level of integrity, professionalism, and strong leadership. They must also be a critical thinker with the ability to make sound decisions through identifying and understanding complex problems and concepts, using strategic and innovative methods to solve problems. The County's coastal location makes it susceptible to many natural disasters with tropical storms and hurricanes being the most frequent issues the County faces. Experience in hurricane preparedness and response is very desirable and a critical component of this position.

Employment interviews will be held in a public forum in accordance to Section 36-25A-2 of the Code of Alabama (1975), known as the Alabama Open Meetings Act, and any final salary offers will be based upon ability and experience.

*This position requires driving as an essential function of the position. For Baldwin County driving requirements, please see the following link: [Driver Qualifications](#). Successful applicants must be at least 20 years old, insurable by the County's insurance carrier, pass a criminal and motor vehicle background check and will be subject to a pre-employment drug test and physical.*

The EMA Director develops and maintains plans for emergency preparedness programs, prepares annual budget for County and State; maintains current knowledge on effects of various disasters and legal guidelines; plans and implements training programs in Emergency Management; aids local industry in developing plans for hazardous materials as well as training in hurricane preparedness; maintains contact with government officials and related organizations; solicits federal funding in the event of disaster; solicits grant funding for various programs and equipment; makes presentations to civic groups, schools, nursing homes and trade shows on disaster preparedness; disaster Response - 24 hour/ 7 days a week call out; provides training resources to first responders and other emergency management affiliates; and represents Baldwin County as voting member of the Southwest Alabama

Emergency Medical Services Council. The Emergency Management Director coordinates with the County Commission, the County Administrator and the Department Heads.

## **ESSENTIAL JOB FUNCTIONS:**

### **Planning**

1. Execute principles and practices of emergency management as defined within the Code of Alabama and Code of Federal Regulations (CFR 44).
2. Establish/maintain annual budget requirements for the local emergency management program as determined by the County Commission and Alabama Emergency Management specifications.
3. Develop/maintain Emergency Operations Plans (EOP) for an efficient countywide emergency management program and assist all local emergency response agencies, boards and industries in preparing emergency operations plans to meet their specific requirements.
4. Establish and maintain the Local Emergency Planning Committee (LEPC).
5. Secure additional assistant and funding through state and federal programs.
6. Establish/maintain working relationships with elected officials within the County and cities.
7. Coordinate training for all emergency responders within the County.
8. Coordinate/establish yearly disaster exercise that will test and evaluate emergency response agencies in responding to all hazards (natural and manmade) that could affect the County.
9. Promote the awareness of the local emergency management program through regular attendance at County Commission meetings, city council meetings and associations within the County.
10. Establish/maintain emergency public information procedures with all local media to disseminate press releases to the public during both normal and emergency operations.
11. Coordinate the efforts to establish an effective shelter program.
12. Establish/maintain a means of emergency communication with all emergency response agencies within the County.
13. Prepare/update an all hazards analysis for the County.
14. Recruit and train volunteers as needed to augment the activities of a well-staffed and equipped emergency management program.
15. Assist schools, churches and civic groups with any and all information needed to keep the members involved in the emergency management program.
16. Act as liaison between local government agencies and the State of Alabama Emergency Management Agency during normal and emergency response operations.

## **EDUCATION AND EXPERIENCE:**

1. Possess a valid driver's license.
2. Possess a degree in related field. However, the aforesaid educational requirements may be satisfied with the individual possessing a combination of education, training and experience.
3. Possess experience in coastal areas and hurricanes.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

1. Experience in or knowledge of the principles of emergency management.
2. Working knowledge of public policy development and the County's' role in the state system.
3. Ability to work with elected officials at all levels of government.
4. A record of progressively challenging leadership positions; ability to manage organizations that expand during crisis and rapidly changing situations.
5. Experience in strategic planning, organizational development, and financial management.
6. Ability to coordinate across organizations and agencies and among different levels of government, and work with the private sector.
7. Demonstrated ability of problem solving and successful decision-making, especially during crisis and rapidly changing situations.
8. Excellent communication skills (written and verbal) to deal effectively with state and local governments, media, citizens and other constituents and stakeholders.
9. Leadership experience in prior disasters; understanding of the disaster declaration processes.
10. Skills in developing, implementing and assessing comprehensive emergency response plans, training programs and exercises.
11. Familiarity with state and federal programs, policies, laws and authorities related to emergency management.

## 12. Understanding the National Incident Management System (NIMS).

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Baldwin County Commission and Baldwin County Sheriff's Office does not discriminate on the basis of race, color, national origin, sex, religion, age, marital status, disability, citizenship or veteran status in employment. It is the intent of the Baldwin County Commission and Baldwin County Sheriff's Office to guarantee equal opportunity to allow disabled employees a bias-free work environment. Baldwin County Commission and Baldwin County Sheriff's Office, upon request, will provide reasonable accommodation in compliance with the ADA. Recruitment and selection processes will grant equal opportunity for employment to qualified applicants and will not discriminate on the basis of disability. Reasonable accommodation will be provided upon request during the application, testing, and interview process.

### **Emergency Management Director - Baldwin County Commission Supplemental Questionnaire**

- \* 1. Do you possess a Bachelor's Degree in Emergency Management, Public Administration or related field with a minimum five (5) years experience in a responsible emergency response position; or possess a combination of education, training and experience to fulfill the requirements of the position?  
Yes No
  
- \* 2. Do you have experience in coastal areas and hurricanes?  
Yes No
  
- \* 3. Do you have experience working with local, state and/or federal agencies?  
Yes No
  
- \* 4. Do you have experience in the principles of emergency management, strategic planning, organizational development, and financial management?  
Yes No
  
- \* 5. Do you have the experience and ability to manage organizations that expand during crisis and rapidly changing situations, to coordinate across organizations and agencies and among different levels of government, and work with the private sector?  
Yes No
  
- \* 6. Do you have leadership experience in prior disasters; understanding of the disaster declaration processes?

Yes No

\* 7. Do you have experience in developing, implementing and assessing comprehensive emergency response plans, training programs and exercises?

Yes No

\* 8. Do you have familiarity with state and federal programs, policies, laws and authorities related to emergency management and understanding of the National Incident Management System (NIMS)?

Yes No

\* 9. Do you have a valid driver's license and are you insurable by the County's insurance standards?

Yes No

\* Required Question

Please visit <https://www.governmentjobs.com/careers/baldwincounty> to apply.