

Notice

The Cherokee County Commission is now accepting applications in accordance with its Personnel Policy for the position of Emergency Management Agency (EMA) Director. Applications will be accepted at the County Commission office located in the Cherokee County Administrative Center, 260 Cedar Bluff Road, Suite 103, Centre, AL 35960 before the close of business on Friday, March 17, 2017.

Job Summary: Under the guidelines set by policy and in accordance with state and federal law, and oversight of the County Commission, the employee organizes and develops the emergency plans of the County; functions as liaison between county and other agencies; develops and maintains emergency plans, develops and maintains mitigation plans; meets with first responder groups and various stakeholders to identify necessary information needed to create plans and maintains these plans for use in case of emergency; coordinates development of training and exercise plans; coordinates training for responders and citizens; attends board and commission meetings; functions as liaison with public and media; acts as point of contact for the Local Emergency Planning Committee and is responsible for file maintenance of chemical inventory and release reports. The employee responds to the Emergency Operations Center (EOC) coordinating first responders and volunteer groups; performs administrative tasks such as preparing and submitting budgets, work plans, progress reports, and various reports in accordance with state and federal requirements. Ensures preparation and submission of reimbursement claims for Emergency Management Program Grant (EMPG) and other grants managed by the department.

Minimum Qualifications: At least two years college level education and/or 4 years experience in a Public Safety Discipline. County residency or be willing to relocate. Possess a current and valid driver's license. Ability to work non-standard hours and remain on call 24/7 in case of emergencies. Within two years of employment, must be able to meet the minimum standards for emergency management director as defined in state law and by the Director of Alabama Emergency Management Agency.

Salary and Benefits: Starting salary is \$22.06 per hour. Salary is negotiable based on successful applicant's related experience, education and training. First consideration will be given to all present employees of the Cherokee County Commission who are eligible for the position. The Cherokee County Commission is an equal opportunity employer.

For a complete job description you may obtain a copy at the Cherokee County Commission Office or visit online at www.cherokee-county-al.gov.