
**EMPLOYMENT OPPORTUNITY
CLARKE COUNTY COMMISSION**

Department of Personnel
P. O. BOX 548
Grove Hill, AL 36451

Clarke County, Alabama is an Equal Opportunity Employer.

DEPUTY EMA DIRECTOR

Date Position Open: September 14, 2017

Deadline to apply: September 28, 2017

Salary Range: \$12.84 - \$15.66

Based on experience and qualifications

Department:

Emergency Management

Job Summary:

Under the direction of the EMA Director, the employee provides assistance to the successful operation of the Emergency Management Agency. Employee assists the Director in developing the Emergency Operation Plan for the County and coordinating the resources that are vital to the agency's operation. Employee also assists with grant applications, management, and reimbursements. Also performs general clerical duties.

Applications taken at: Alabama Career Center
3090 Highway 43 North
Jackson, Alabama 36545
251-246-2453

SPECIAL NOTES:

1. Please ask for the complete job description before submitting an application.
2. If you do not currently live in Clarke County you can go to your local Alabama Career Center to apply.

Clarke County

JOB DESCRIPTION

Job Title: Deputy EMA Director

Department: EMA

FLSA:

Grade:

Job Description Updated: September 2017

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: Road and Bridge, Commissioners; Sheriff's Department; County Administrator

External Contacts: General Public; State and Federal EMA; Fire Department; EMS; ADECA; Schools; Churches; Local Departments; Hotels; Shelters; Public Health; Department of Human Resources; Elected Officials

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Job Domains

A. Emergency Management Assistance

1. Assists with the development and maintenance of the Clarke County Emergency Operation Plan (EOP) for an efficient countywide emergency management program; assists all local emergency response agencies, boards, and industries in preparing emergency operation plans to meet their specific requirements.
2. Assists in the maintenance of the Local Emergency Plan Committee (LEPC); meets periodically to keep abreast of changes in plan and to remain prepared.
3. Assists with the coordination of training for both professional and volunteer emergency response agencies in the County.
4. Assists in the maintenance of procedures with broadcast media for the effective local operation of the Emergency Alert System (EAS).
5. Maintains and operates a notification system for emergency information to the citizens within the County.
6. Assists schools, churches, and civic groups with any and all information needed to keep the members involved in the emergency management process.
7. Coordinates with the Red Cross; helps to keep resources coming in.
8. Serves as program manager and instructor for Community Emergency Response Training (CERT) and other Citizens Corps Programs.
9. Ensures the efficient use of the Emergency Operation Center according to the guidelines set forth by the EOP.
10. Serves as a member of the Pandemic Influenza Committee.
11. Assists with various grants.
12. Creates expense report for EMPG; provides statistics for allocation of funding.
13. Completes forms for EMAP.
14. Maintains resource manual for County that includes phone numbers, mayors' information, law enforcement information, addresses, and personal information for EOC personnel/volunteers.
15. Serves as the NIMS point of contact.
16. Remains on-call to attend emergencies when required.

B. General Office Duties

1. Answers telephone and takes messages for the agency.
2. Greets visitors and answers questions; directs visitors to appropriate individual.

3. Assists EMA Director with agenda and assimilation of materials for County Commission meetings; prepares handouts and memos.
4. Prepares handouts, memos, and correspondence for the agency.
5. Types documents, maintains files, and performs other general offices duties as assigned by the EMA Director.
6. Performs all other duties as assigned.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. *Knowledge of County and departmental policies, procedures, and guidelines.
2. Knowledge of basic computer application for creation of correspondence, handouts, reports, spreadsheets, etc.
3. Knowledge of emergency management principles.
4. Verbal skills to communicate effectively with co-workers, supervisors, and the general public both in person and over the telephone.
5. Writing skills to compose memos and other correspondence regarding EMA issues.
6. Ability to function effectively under stress and in emergency situations.
7. Ability to balance multiple projects.
8. Ability to work non-standard hours.
9. Ability to work cooperatively with others in reaching a common goal.
10. Ability to read maps

Minimum Qualifications

1. Possession of a high school diploma or equivalent; some college preferred.
2. EMA experience preferred but not required.
3. At least two years administrative experience.
4. Possession of a current and valid Alabama driver's license.
5. Within six months of employment, must have satisfactorily completed two Independent Study/EMA courses.
6. Within two years of employment, must complete EMA Basic Certification, intermediate certification within 3 years of employment and advanced level certification within 4 years of employment.
7. Resident of Clarke County.
8. Ability to travel to meetings, conferences, etc.

Work Environment

The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated and ventilated. High risks when on an emergency call with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions.

Physical Demands

The work is sedentary when in the office environment. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work in the office environment. When on an emergency call position requires the ability to stand or walk for extended periods of time, to lift and carry up to 30 pounds and to walk over rough, rocky or uneven terrain.