

THE COLBERT COUNTY COMMISSION WILL BE ACCEPTING APPLICATIONS FOR THE POSITIONS OF COUNTY ADMINISTRATOR, EMA DIRECTOR AND COUNTY ENGINEER. JOB DESCRIPTIONS AND APPLICATIONS ARE AVAILABLE AT THE ALABAMA CAREER CENTER, 500 SOUTH MONTGOMERY AVENUE, SHEFFIELD, ALABAMA. DEADLINE FOR APPLICATIONS IS MARCH 15, 2019.

COLBERT COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.

COLBERT COUNTY JOB DESCRIPTION

Job Title: EMA Director

Department: Emergency Management Agency (EMA)

Job Description Prepared: September 2018

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: County Commission/911 Board of Directors

Subordinate Staff: EMA Deputy; 911 Director; 911 Operators

Other Internal Contacts: State EMA Area Coordinator; School, Hospital and Social Services Administrators; Police, Fire, Rescue and Public Works Departments; other Emergency Management Agencies; Local Industry; News Media; General Public

Job Summary

Under the administrative direction of the County Commission, develops county disaster plans. Keeps public informed of emergency management activities. Participates in various training programs to maintain professional proficiency. Coordinates resources to be used in times of Disaster. Offers training programs to local groups and organizations. Prepares annual budget.

Job Domains

A. Planning

- 1. Develops county disaster plans for all contingencies and coordinates with States plans; keeps plans current.**
- 2. Prepares plans for relocation of evacuees from high-risk areas in county; coordinates plans with adjacent counties and municipalities.**

3. Prepares and presents to state EMA reports showing planned program activities/accomplishments.
4. Prepares annual budget and submits for local, state and federal approval.
5. Aids local industry and business in developing plans for handling hazardous materials and disaster situations.
6. Plans and implements training programs for volunteer and emergency response personnel and for general public.

B. Public Awareness

1. Uses all available means to inform public of function of county emergency management agency.
2. Distributes booklets and pamphlets offering information to public.
3. Speaks to civic groups, students and emergency responders on importance of emergency preparedness.
4. Ensures that weather watches and warnings are communicated to the public.

C. Professional Development

1. Participates in professional development courses offered by state and the federal EMA.
2. Attends and participates in seminars on planning, budgeting, workshops and exercises conducted by state and federal EMA.
3. Reads and complies with all bulletins issued by state and keeps abreast of news and information which pertains to emergency management.
4. Meets all county, state and federal guidelines for education and/training to receive state and federal monies and or agrees to get the training at the commissions allotted time. Training to receive and maintain will be CLEM (Certified Local Emergency Management) and AEM (Advanced Emergency Management).

D. Coordination of Resources

1. Prepares and lists all available county personnel and other resources that can be used to cope with a disaster.
2. Coordinates resources of local response groups, medical, law, public works, volunteer fire and rescue, so as to be more effective in emergency situation.

E. Training and Development

1. Coordinates training for groups who handle emergencies on a daily basis and volunteer groups.

2. Schedules individuals for training classes in RADEF, hazardous material spillage and severe weather.
3. Works with hospitals, nursing homes, airports and mental facilities in development of emergency plans.
4. Assists schools in preparing plans and exercises.

F. EOF Operations

1. Prepares and staffs emergency operations facility (EOF) in a disaster situation; advises officials of situation.
2. Tests and maintains all warning equipment in EOF; familiarizes operators with procedures.
3. Inventories, stores and tests emergency equipment for proper operation in accordance with established schedule.
4. Maintains inventory of maps and charts for use by emergency operations personnel.
5. Secures and maintains adequate supply of administrative supplies for emergency operations.

G. Colbert County Safety Director

1. Coordinates with Colbert County Departments to insure safety plans for Colbert County employees.

H. Emergency 9 1 1

1. Supervises the overall operations of Emergency 9 1 1.
2. Completes work schedules for 9 1 1 employees.
3. Approves of leave requests.
4. Responds to complaints and problems with 9 1 1 operations, employees and public.

Knowledge, Skills and Abilities

(*can be acquired on the job)

Certified in CECA (certificate in Emergency Communication Administration) by the time agreed on by 9 1 1 Board of Directors.

Colbert County Safety Director.

1. Communication skills to conduct various training courses and to communicate with the general public in normal and emergency situations.
2. Math skills to create a budget and compute basic emergency response data.
3. Writing skills to develop and maintain emergency plans and procedures.

4. Reading skills to comprehend state and federal guidelines and charts and maps.
5. *Knowledge of general emergency management.
6. Knowledge of budget preparations.
7. Ability to solve problems, make decisions and supervise personnel in an emergency situation.
8. *Knowledge of shelter management procedures.
9. *Knowledge of radiological monitoring procedures.
10. *Knowledge of hazardous material procedures.
11. *Knowledge of procedures necessary for cities and counties to recoup damages from natural disasters.
12. *Knowledge of department and county policies, procedures, rules and regulations.
13. Ability to analyze situations and adopt quick, effective reasonable courses of action.
14. *Knowledge of potential effects of various disasters.

Other Characteristics

1. Possess a current Alabama driver's license.
2. Ability to travel to training sessions and to various facilities for inspections.
3. Ability to work non-standard hours to provide 24 hour coverage.
4. Possess a high school diploma or its equivalent and five to six years of relevant experience due to the required knowledge, skills and abilities.

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.

Physical Demands

The work require 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.

Approvals

Name

Title

Date

Name

Title

Date