

LEE COUNTY COMMISSION

Chairman
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Members
Sheila H. Eckman, District 1
Johnny Lawrence, District 2
Gary D. Long, District 3
Robert Ham, District 4
Richard LaGrand, District 5

JOB ANNOUNCEMENT

Job Title: Emergency Planner	Hours of Availability: Monday-Friday 8:00am-4:30pm; on call required
Closing Date: April 9, 2020	Position Announcement: EMA26-20-03
Work Location: Lee County, AL	
Division/Department: Emergency Management Agency	
Reports to: Emergency Management Agency Director	
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Pay Range: \$46,856.59-\$70,753.44
JOB SUMMARY: This position participates in the development and implementation of plans and procedures to accomplish the agency mission.	
ESSENTIAL JOB FUNCTIONS: <ul style="list-style-type: none">• Responds to disasters and other emergencies; responds to after-hours situations.• Remains on call as Duty Officer as assigned; maintains the Emergency Operations Center as assigned; opens EOC for external agencies as required; monitors the state-wide EMA radio channel; activates EOC.• Administers assigned grants; prepares required reports; oversees purchases, reimbursements and financial accounting.• Provides staff assistance for the Local Emergency Planning Committee.• Coordinates with businesses, schools, and government agencies to perform severe weather shelter analyses and preparedness education.• Develops, reviews, and updates emergency response plans and meets plan deadlines.• Oversees the implementation of the Citizens Corp Program; designs and develops plans to facilitate the influx of volunteers in times of disaster.• Facilitates the development of the CERT (Community Response Team), and Student Preparedness programs.• Coordinates the activities of Volunteer Organizations Active in Disaster.• Provides Non-Disaster Training (CPR & First Aid).• Processes bills and invoices for payment; files reimbursement claims; processes requisitions; files procurement card claims and follows procurement card procedures.• Performs administrative duties such as scheduling meetings, filing, and correspondence.• Performs other related duties as assigned.	
QUALIFICATIONS: Bachelor's degree and/or 4 years of related experience, or equivalent. Possession of a valid driver's license issued by the State of Alabama. Must obtain AAEM (Alabama Association of Emergency Managers') BASIC Certification within two years of hire.	
Applicants should apply at the Alabama State Employment Office or the Lee County Commission Office (215 South 9 th Street, Opelika, Alabama) Monday through Friday, between the hours of 8:30 AM and 4:30 PM. Previous applicants should reapply. For more information visit: www.leeco.us .	
<i>Lee County is an Equal Opportunity Employer, we will recruit, hire, train, promote, discipline, and discharge in all eligible job groups without unlawful discrimination based on race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, marital status, political affiliation or genetic information or any other characteristics protected by law. To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described in accordance to Subtitle A of Title II of the Americans with Disabilities Act (42 U.S.C. 12131).</i>	