POSITION ANNOUNCEMENT

The Choctaw County Commission is accepting applications for a Full-Time EMA/E911 Director.

Under the direction of the County Commission, the employee will be responsible for the supervision of the overall operations of Choctaw County EMA, Choctaw County E911, the Choctaw County Safety Program and the Choctaw County Airport. A Bachelor of Science or Arts Degree is preferred. Applications will be accepted until 4:00 p.m., Tuesday, February 7, 2023.

Applications and a copy of the Job Description may be picked up at the Commission Office, 117 S. Mulberry Ave., Suite 9, Butler, AL 36904 between the hours of 8:00 a.m.-4:30 p.m., Monday-Friday.

"Choctaw County Commission is an Equal

Opportunity Employer"

CHOCTAW COUNTY

JOB DESCRIPTION

Job Title: Emergency Management Agency/E911 Director
Department: Choctaw County Commission
Approved by the Choctaw County Commission: 1-24-2023

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 specially included.

Relationships

Reports to: Choctaw County Commission Chairman
Subordinate Staff: E911 Employees
Other Internal Contacts: Choctaw County Commissioners, Administrator's Office, Probate Office, Mapping and Appraisal Office, Revenue Commissioner's Office, Sheriff's Department and Engineering Department
External Contacts: AEMA, Homeland Security Regional Coordinators, Fire Departments, Local Law Enforcement, Emergency Medical Services, Public Health Department, Public Works, Hospitals, Schools, Municipalities, News Media, and General Public

Job Summary

Director is responsible for the development, implementation and maintenance of an emergency management system for Choctaw County to reduce the vulnerability of the citizens and the communities to damage, injury and loss of life and property resulting from terrorism, natural disasters and major emergencies. The Director will provide for the coordination of activities relating to the mitigation of, protection of, prevention of planning and preparedness for and response to terrorism, natural disasters and major emergencies by participating agencies and offices within Choctaw County. The Director will, also, supervise the overall operations of the Choctaw County Emergency Communications District (E911), the Choctaw County Commission's Safety Program and the Choctaw County Airport. The position requires direct responsibility for the organization, administration and operation of the Choctaw County EMA, Choctaw County Emergency Communications District (E911), the Choctaw County

Commission's Safety Program and the Choctaw County Airport, subject to the direction and control of the Chairman of the Choctaw County Commission. The Director serves as the principal advisor to the Choctaw County Commission in disaster/emergency matters. The Director is given authority to determine program priorities, requirements and procedures to implement and support the local, state and national program objectives. Job effectiveness can be determined by the ability of the planning, training and coordination in the support of the incidents/disasters/emergencies, making maximum use of all public and private resources available.

Job Domains

EMA Director

1. Conduct annual hazard analysis to determine if any new hazards have appeared or if old ones have increased, reduced or disappeared.
2. Develop a work plan in conjunction with the county's fiscal year describing how Emergency Management Grant Funding will be utilized. Work with the Choctaw County Commission and the County Administrator to establish a yearly budget and maintain spending within budget guidelines.
3. Maintain and continuously update the County's Emergency Response operations plan. Maintain county, state and federal equipment and supplies assigned to the County EMA Office.
4. Develop and maintain Mutual Aid agreements with and between various emergency response agencies in the county.
5. Serve as the Point of Contact (POC) with the Alabama Department of Homeland Security.
6. Serve as the Point of Contact (POC) with the Alabama Department of Emergency Management and the Federal Emergency Management Agency.
7. Maintains the County's Emergency Management Center
8. Keeps the public aware of emergency preparedness activities.
9. Plans and participates in emergency management exercises as directed and authorized by the County Commission.
10. Works with Voluntary Organizations Active in Disaster (VOAD)
11. Serves as the County's Floodplain Administrator and maintains copies of the County's Floodplain maps and offers assistance in interpretation of maps as needed.
12. Serves as the County's National Incident Management System (NIMS) coordinator and maintains copies of NIMS information.
13. Coordinates mitigation activities after a disaster.

Safety Director

1. Coordinates with all Choctaw County Departments to ensure safety plans for Choctaw County Employees
2. Supervises the County's Drug and Alcohol Testing Program.

Emergency Communications District Director (E911)

1. Supervises the overall operations of E911.
2. Completes work schedules for E911 employees.
3. Approves leave request for E911 employees.
4. Responds to complaints and problems with E911 operations, employees and the general public.

Airport Operations Manager

1. Oversees, plans, supervises and coordinates airport activities including operations, development and maintenance of facilities and grounds.
2. Please see Airport Operations Manager Job Description for Other Job Domains.

Knowledge, Skills and Abilities
*Can be acquired on the job

1. Formal education and/or experience in occupations that demonstrate the individual's ability to manage the Emergency Management Agency/Emergency Communications District (E911) of Choctaw County.
2. Bachelor of Science or Arts degree from an accredited four-year residential college or university preferred.
3. Extensive experience in planning, organizing, coordinating, budgeting, grants management and general management.
4. Ability to communicate well with others and perform public speaking duties.
5. Possess a current Alabama Driver's License.
6. Willing to travel to training sessions and to various facilities for inspections.
7. Willing to work non-standard hours and to pull call for 24 hours 7 days a week or to provide this coverage.
8. *Knowledge of County rules, regulations, policies and procedures
9. Ability to effectively operate a computer and be proficient with Microsoft Office
10. Ability to use job related software and equipment efficiently.
11. Any combination of education, training and experience which provides the qualifications listed above.

Other Characteristics

1. Verbal skills to conduct various training courses and to communicate with general public in normal or emergency situations.
2. Math skills to create a budget, figure grants or projects.
3. Writing skills to develop and maintain all plans and records.
4. Reading skills to comprehend state and federal guidelines and laws.
5. Knowledge of emergency management and homeland security
6. Knowledge of E911.
7. Knowledge of budget preparations.
8. Ability to solve problems, to make decisions, and to supervise personnel in an emergency situation.
9. Knowledge of shelter management procedures & working with Red Cross and DHR.
10. Knowledge of radiological monitoring procedures, SNS, and other procedures.
11. Knowledge of hazardous materials procedures and reading guide books.
12. Knowledge of procedures necessary for cities and counties to do damage assessments in disasters.
13. Knowledge of state, and federal policies and procedures.
14. Knowledge and skills to operate complex computer systems and software and to ensure that the systems are upgraded periodically to the latest technology available.
15. Knowledge and skills to acquire certifications
16. The ability to supervise employees.
17. The ability to read and comprehend Choctaw County policies and procedures.

Work Environment

The work environment involves moderate risks or discomforts which require special safety precautions, e.g., working around moving parts, carts or machines, or irritant chemicals.

Physical Demands

The work requires 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. The work may require specific, but common, physical characteristics and abilities such as above average agility and dexterity.