Baldwin County Commission invites applications for the position of:

**Emergency Management Director**

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<tr>
<th>Department</th>
<th>Emergency Management Agency</th>
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<tbody>
<tr>
<td>Salary</td>
<td>DOE</td>
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<tr>
<td>Open Date</td>
<td>06/23/2023</td>
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<td>Close Date</td>
<td>Until Filled</td>
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*All applicants are requested to attach a resume, cover letter, and salary requirements upon applying for this position.*

Baldwin County, Alabama is currently accepting applications for an Emergency Management Agency Director position. This position will remain open until filled.

Baldwin County is governed by a four-member County Commission elected at-large every four years. The Emergency Management Agency Director position is an appointed position reporting to the County Engineer and Baldwin County Commission through an employment contract that runs concurrent with the County Commission election cycle, subject to applicable state law. *The current Commission runs from November 2022 through November 2026.* Employment interviews may be held in a public forum in accordance to Section 36-25A-2 of the Code of Alabama (1975), known as the Alabama Open Meetings Act, and any final salary offers will be based upon ability and experience.

The EMA Director serves at the exclusive pleasure of the Baldwin County Commission as an Appointed Contract employee and develops and maintains plans for emergency preparedness programs. The EMA Director also prepares annual budget for County and State, maintains current knowledge on effects of various disasters and legal guidelines, plans and implements training programs in Emergency Management, aids local industry in developing plans for hazardous materials as well as training in hurricane preparedness, maintains contact with government officials and related organizations, solicits federal funding in the event of disaster, solicits grant funding for various programs and equipment, makes presentations to civic groups, schools, nursing homes and trade shows on disaster preparedness, disaster response - 24 hour/7 days a week call out, provides training resources to first responders and other emergency management affiliates, and represents Baldwin County as voting member of the Southwest Alabama Emergency Medical Services Council. The Emergency Management Director coordinates with the County Commission, and the Department Heads.

Baldwin County, Alabama, is a coastal county located on the northern Gulf Coast between Mobile, Alabama, and Pensacola, Florida. The 2021 estimated population is approximately 239,000. The County has abundant and diverse natural resources from the white sandy beaches on the coast, bay breezes along Perdido Bay, sunset
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this position requires driving as an essential function of the position. For Baldwin County driving requirements, please see the following link: Driver Qualifications. Successful applicants must be at least 20 years old, insurable by the County's insurance carrier, pass a criminal and motor vehicle background check and will be subject to a pre-employment drug test and physical.

Planning

2. Establish/maintain annual budget requirements for the local emergency management program as determined by the County Commission and Alabama Emergency Management specifications.
3. Develop/maintain Emergency Operations Plans (EOP) for an efficient countywide emergency management program and assist all local emergency response agencies, boards, and industries in preparing emergency operations plans to meet their specific requirements.
4. Establish and maintain the Local Emergency Planning Committee (LEPC).
5. Secure additional through state and programs.
6. Establish/maintain working relationships with elected officials within the County and cities.
7. Coordinate training for all emergency responders within the County.
8. Coordinate/establish year disaster exercise that will test and evaluate emergency response agencies in responding to all hazards (natural and manmade) that could affect the County.
9. Promote the awareness of the local emergency management program through regular attendance at County Commission meetings, city council meetings and associations within the County.
10. Establish/maintain emergency public information procedures with all local media to disseminate press releases to the public during both normal and emergency operations.
11. Coordinate the efforts to establish an effective shelter program.
12. Establish/maintain a means of emergency communication with all emergency response agencies within the County.
13. Prepare/update an all-hazards analysis for the County.
14. Recruit and train volunteers as needed to augment the activities of a well-staffed and equipped emergency management program.
15. Assist schools, churches, and civic groups with any and all information needed to keep the members involved in the emergency management program.

Knowledge, Skills, and Abilities

1. Experience in or knowledge of the principles of emergency management.
2. Working knowledge of public policy development and the county's role in the state system.
3. Ability to work with elected officials at all levels of government.
4. A record of progressively challenging leadership positions; ability to manage organizations that expand during crisis and rapidly changing situations.
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5. Experience in strategic planning, organizational development, and financial management.
6. Ability to coordinate across organizations and agencies and among different levels of government, and work with the private sector.
7. Demonstrated ability of problem solving and successful decision-making, especially during crisis and rapidly changing situations.
8. Excellent communication skills (written and verbal) to deal effectively with state and local governments, media, citizens and other constituents and stakeholders.
9. Leadership experience in prior disasters; understanding of the disaster declaration processes.
10. Skills in developing, implementing, and assessing comprehensive emergency response plans, training programs and exercises.
11. Familiarity with state and federal programs, policies, laws, and authorities related to emergency management.
12. Understanding the National Incident Management System (NIMS).

Education and Experience

1. Possess a valid driver's license and be insurable by the County's insurance standards.
2. Possess a degree in related field However, the aforesaid educational requirements may be satisfied with the individual possessing a combination of education, training and experience.
3. Possess experience in coastal areas and hurricanes.