

LEE COUNTY COMMISSION

Chairman
Jere Colley, *Probate Judge*
Mailing Address:
P.O. Box 2412
Opelika, AL 36803-2412
(334) 737-3660 phone
1-855-212-8024
www.leeco.us



Members
Doug Cannon, District 1
Ross Morris, District 2
Jeff Drury, District 3
Tony Langley, District 4
Richard LaGrand, District 5

JOB ANNOUNCEMENT

Job Title: Emergency Management Specialist	Hours of Availability: Monday - Friday; 8am - 4:30pm (Subject to a rotating "on call/duty officer" schedule)
Closing Date: July 22, 2025	Position Announcement: EMA07-08-2025
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: \$55,889.56 - \$64,272.99
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. • Acts as Public Information Officer and Instructor to include media outreach, social media, public relations, scheduling speaking engagements, and serves as instructor at PIO Courses. • Oversees the maintenance of agency accreditation through the Emergency Management Accreditation Program. • 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. • Serves as School Safety Liaison. • Manages the Outdoor Warning Siren system. • 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 Medical Reserve Corp, Volunteers in Police Service, Neighborhood Watch, and Student Preparedness programs. • Coordinates the activities of Volunteer Organizations Active in Disaster. • Serves as CERT Instructor. • Provides Non-Disaster Training (CPR & First Aid). • Participates in continuing education training. • Processes bills and invoices for payment; files reimbursement claims; processes requisitions; processes purchase orders. • Performs administrative duties such as scheduling meetings, filing, and correspondence. • Responds to citizens' questions and comments in a courteous and timely manner. • Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems. 	

- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.
- Performs other related duties as assigned.

QUALIFICATIONS:

- Bachelor's degree and one (1) year of related experience, or equivalent.
- Possession of a valid driver's license issued by the State of Alabama

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of county and department regulations, policies, and procedures.
- Knowledge of public safety services, equipment, policies, strategies, and procedures.
- Knowledge of administration and management principles.
- Knowledge of law and governmental regulations, agency rules and structure, and local, state, and federal grant compliance procedures.
- Knowledge of grant application and management requirements.
- Knowledge of local volunteer organizations.
- Knowledge of computer hardware and software for administrative purposes and specialized software for the management of disasters or emergencies to include telecommunications equipment.
- Knowledge of modern office practices and procedures.
- Knowledge of traffic hazards, safety principles, rules, regulations, and speed limits.
- Skill in public and interpersonal relations.
- Skill in prioritizing and organizing work.
- Skill in operating such office equipment as a computer, calculator, typewriter, copier, and facsimile machine.
- Skill in the use of job-related software programs.
- Skill in oral and written communication.

HOW TO APPLY: (Previous applicants should reapply.)

- Visit www.leeco.us go to HUMAN RESOURCES click JOB APPLICATION under Related Links
- Completed job application can be faxed to 334-737-3609 or emailed to humanresources@leeco.us by the closing date listed on the job announcement.
- Paper applications are available at Lee County Commission Human Resources office located at 215 South 9th Street Opelika, AL (Second Floor) from 8:30 a.m. to 4:30 p.m.
- Applicants can also apply at the Alabama State Employment Office.

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).