

Emergency Management Director
Salary Range \$ 45,000 - \$ 60,000

The EMA Director shall report to the Houston County Commission and the position will be salaried exempt. The Director, under policy direction of the Houston County Commission, is responsible for the overall management and operation of the Houston County Emergency Management Agency. Responsible for the development, maintenance, and implementation of various plans and procedures designed to anticipate and respond to all natural, technological, chemical, and radiological hazards to preserve life, minimize damage and return community to a normal status. Conducts training programs and exercises for staff, response personnel and volunteers. Informs and educates the public regarding emergency management operations. Completes various forms and reports. NOTE: Involves non-standard working hours.

A. Management and Planning

1. Directs and coordinates all activities of the County EMA under normal and emergency conditions.
2. Coordinates with all city/county departments in developing standard emergency operating guidelines.
3. Responsible for the overall planning of county EMA program.
4. Responsible for developing county emergency plans for all contingencies and coordinates with state plans.
5. Responsible for preparing plans for relocation of evacuees from high risk areas in the county; coordinates plans with adjacent counties and municipalities.
6. Assesses and evaluates the effectiveness of current plans and procedures, revising as necessary.
7. Responsible for submitting and justifying the annual EMA federal, state, county, city, and APCO budgets.
8. Maintains Farley Nuclear Plant response plan.
9. Responsible for planning and implementing training programs for volunteer and emergency response personnel and for the general public.
10. Conduct facility surveys and hazard/vulnerability analysis for schools, hospitals, nursing homes, mental health facilities and industries in the development of emergency plans for natural & technological disasters.
11. Responsible for maintaining, training and organizing Volunteer and Organizations of Active and Disaster (VOAD) and Community Energy Response Team (CERT).
12. Maintains grants and disbursement records for accuracy and audit purposes.
13. Maintains inventory control to meet local, State of Alabama and Federal guidelines.
14. Responds to hazardous waste spillage, assisting emergency personnel in coordinating emergency responders in cleanup process and advising ADEM and other appropriate agencies, including requesting assistance as necessary.

B. Public Information

1. Use all available means to inform public of the function of county EMA office.
2. Speaks to civic groups, students and emergency responders on the importance of emergency preparedness.
3. Ensures that weather watch and warnings are issued to the general public.
4. Issues emergency public information.

C. Training and Development

1. Participates in professional development courses offered by state and federal agencies.
2. Attends and participates in seminars on planning, budgeting, shelter management, etc.
3. Attends workshops and exercises conducted by state and federal agencies.
4. Reads and complies with all bulletins issued by state and keeps abreast of news and information which pertains to Emergency Management.
5. Plan and implement training programs for volunteer and emergency response personnel, county agencies and the general public.
6. Coordinates planning and participates in exercises to test the disaster plans.

D. Coordination of Resources

1. Prepares and maintains lists all available county personnel and natural resources that can be used to cope with a disaster.
2. Coordinates resources of local response groups, medical, law enforcement, public works, Alabama Department of Public Health (ADPH), volunteer fire and rescue, so as to be more effective in emergency situations.

E. EOC and Shelter Operations

1. Oversees & directs all activities of the EOC in accordance with the Emergency Operations Plan.
2. Approves all messages to the general public and emergency response agencies during emergency operations.
3. Coordinates and maintains any necessary shelter operations to include special needs.

Knowledge, Skills, and Abilities

1. Verbal skills and ability to communicate effectively with and to establish and maintain effective working relationships with county commissioners, elected officials, employees, emergency responders and the general public.
2. Knowledge of principles of accounting and bookkeeping.
3. Writing skills to develop and maintain emergency plans and procedures.
4. Ability to work independently and exercise proper judgment in making decisions.
5. Knowledge of county rules, regulations, policies and procedures and ability to interpret and implement federal and state rules, regulations, acts and policies.
6. Reading skills to comprehend state and federal guidelines and to read charts and maps.
7. Ability to record and maintain proper files.
8. Knowledge of general emergency management procedures and requirements.
9. Supervisory skills to lead and motivate subordinates.
10. Knowledge of emergency operation procedures.
11. Knowledge of potential effects and procedures necessary for cities and counties to recover from damages as a result of natural disasters.
12. Knowledge of chemical, biological, radiological, and other hazardous materials monitoring and response procedures.
13. Ability to analyze situations and adopt quick, effective and reasonable courses of actions.
14. Knowledge of county roads, bridges, streams, and terrain, etc.
15. Knowledge of all resources and assistance available within the county and area, i.e., people, vehicles, buildings, materials, etc.
16. Ability to use all types of communication equipment.

Minimum Qualifications

Must have a valid Alabama driver's license. Two years of college level courses in business or public administration, chemistry, engineering or other related fields plus five years of progressively responsible experience in emergency response and disaster preparedness or an equivalent combination of education and experience. Must be willing to travel to training sessions and to various facilities for inspections. Must be willing to work non-standard hours to provide 24-hour coverage. (On-call 24 hours a day)

Special Requirements

- If not previously completed, the candidate will be required to successfully the following courses required by the State of Alabama's Emergency Management Agency as listed below and meet the annual continuing education requirements:
 1. Successfully complete FEMA Independent Study Courses (Professional Development Series) IS120, IS100, IS200, IS700, IS800, IS230, IS235, IS240, IS241, IS242, IS255. **MUST COMPLETE WITHIN 60 DAYS OF HIRE.**
 2. Must attend and successfully complete Basic Radiation for Emergency Workers and Personnel & Equipment Monitors taught by the State of Alabama Office of Radiation Control Department of Public Health. (Certificate must be from ADPH) **MUST COMPLETE WITHIN 12 MONTHS OF HIRE.**
 3. Must be Certified Local Emergency Manager Emergency Management. **MUST COMPLETE WITHIN 18 MONTHS OF HIRE.**
- Work involves working extended and unusual hours, including weekends, holidays, and/or off-hour shifts during emergencies or disaster situations and during training programs, preparedness exercises and public outreach events.
- Works involves attendance to ACCA conferences and meetings, community outreach events and training.
- Candidate must reside in Houston County within 6 months of employment.

Other

Resumes with salary history and expectations should be sent by 4:30 pm March 28, 2013, to:

Sheri Thompson
Personnel Director
Houston County Commission
P.O. Drawer 6406, Dothan, AL., 36302