

JOB ANNOUNCEMENT DIRECTOR  
MARION COUNTY EMA  
MARION COUNTY, ALABAMA

The Marion County Commission is seeking applicants for the position of Director of the Marion County Emergency Management Agency UNTIL JULY 24, 2024.

**1. Major Duties:**

**I. EMA Director**

- a. Grant Administrator for FEMA grant programs.
- b. Coordinator for Sheriff and local Emergency Planning Committee (LEPC).
- c. Maintain the Mitigation Plan-Coordinator along with LEPC.
- d. Maintain the Emergency Operation Plan (EOP) with LEPC.
- e. Maintain the Standard Operations Guide (SOG) with LEPC.
- f. Coordinator for the Annual Disaster Exercise with LEPC.
- g. Coordinator with the Marion County Firefighters Association and Law Enforcement in the County.
- h. Maintain licenses for EMA radios.
- i. Responsible for the Emergency Operation Center (EOC).
- j. Coordinator for the Marion County Rescue and Hazardous Materials team.
- k. Works storm/disaster events from warning stage through completion in coordination with local departments and state EMA
- l. Responsible for all state EMA reports.

**II. Homeland Security Point of Contact**

- a. Marion County's Point of Contact (POC) for Homeland Security.
- b. Grant Administrator for Homeland Security Grants.
- c. Coordinates Homeland Security Activities with all agencies.
- d. Maintain the Homeland Security Assessment and Strategy plan.
- e. Responsible for all Homeland Security reports.

**III. Marion County 9-1-1**

- a. Board member on the 9-1-1 Board, representing EMA
- b. Coordinates with 9-1-1 personnel for day-to-day activities

Must be highly motivated with computer skills and written and oral communications skills. Work involves supervision of staff, coordinating various programs and grant administration.

Applicant must have knowledge of state, federal and county standards, regulations; knowledge of the principals and practices of administration, EMA community organizations and operations; ability to effectively handle potentially dangerous situations in an emergency and the ability to exercise judgement in such emergencies.

Successful applicant will be evaluated for job performance after six months.

Resume/CV should be submitted to the Marion County Commission no later than July 24, 2024. Mail to: Marion County Commission P.O. Box 460, Hamilton, Alabama 35570. **NO PHONE CALLS.**

I. **Education** (Applies to newly hired Directors/Managers)

A minimum of two (2) years of college-level education achieved and work experience of three (3) years in the area of emergency response, management, or military service is desired.

**NOTE:** Qualifying experience in disaster relief and recovery programs, simulated disaster response exercises, emergency management planning, hazardous materials management, or allied emergency management services above the minimum will substitute for the required college education on a year for year basis up to four years.