

LEE COUNTY COMMISSION

Chairman
Jere Colley, Probate Judge
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Opelika, AL 36803-2412
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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 Communications Specialist	Hours of Availability: Monday-Friday; 8am-4:30pm (Subject to 24/7/365 call back during an emergency, as well as Duty Officer rotation.)
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Closing Date: February 14, 2025	Position Announcement: EMA01-31-2025
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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
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JOB SUMMARY: This position participates in the development and implementation of communication plans and procedures and ensures the proper operation of related equipment to accomplish the agency mission. Operates as an Emergency Management Specialist in the areas of IT and Communications.

- ESSENTIAL JOB FUNCTIONS:**
- Ensures all communications and support equipment are functioning properly in the Lee County Emergency Operations Center and at Lee County EMA communication sites.
 - Coordinates public information release plans for all-hazards facing Lee County.
 - Assists with volunteer coordination and education, and deployment of volunteer teams within the agency for community needs.
 - Troubleshoots, maintains, repairs or arranges for the repair of equipment as needed.
 - Works with outside vendors to procure new equipment and services.
 - Writes and maintains procedures for correct operation and use of all equipment.
 - Trains EMA personnel on correct operation and use of all communications-related equipment.
 - Writes and maintains a checklist for determining equipment status by on-call duty officers.
 - Coordinates with EMA staff on all matters relating to communications equipment, capabilities and services including writing or editing portions of all documents, plans, exercise plans, or other documents relating to communications equipment capabilities, services, plans, procurements, and usage.
 - Coordinates and works with designated representatives of county agencies to develop various interagency communications and mutual support plans.
 - Assists other county agencies with communications related matters.
 - Assists and coordinates with other counties on communications plans, concerns, and training.
 - Assists and coordinates with public safety entities and PSAPs on all communication related mutual aid, interoperability plans, and tactical plans.
 - Responds to AEMA, ADHS, and other governmental agencies on all matters relating to communications.
 - Assists with community engagement and community education involving residential safety programs and community safety initiatives.
 - Serves on-call as needed.
 - 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.

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 computers, operating systems, software, website maintenance. Knowledge of law and governmental regulations, agency rules and structure, and local, state, and federal grant compliance procedures.
- Knowledge of two-way communication devices.
- Knowledge of digital and analog telephone systems.
- Knowledge of local volunteer organizations.
- 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 the use of and repair of two-way radios and other communication equipment.
- 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.

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.

Applicants should apply at the Alabama State Employment Office or the Lee County Commission Office (215 South 9th Street, Opelika, Alabama) Monday through Friday, between the hours of 8:30 AM and 4:30 PM. An employee in this position is subject to random drug/alcohol testing. Interested applicants may also fax a completed application to (334) 737-3609 or emailed to humanresources@leeco.us by the closing date. Previous applicants should reapply. For more information visit: www.leeco.us.

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).