

ESCAMBIA COUNTY COMMISSION
Emergency Management Agency

EMA DIRECTOR

Reports to: County Commission

General Description

Coordinate and direct the planning, organization, control and implementation of local emergency management activities to protect the lives and property of the citizens of Escambia County.

Job Responsibilities

- Manage, operate and maintain the EOC.
- Coordinate, develop and implement the Emergency Operations Plan (EOP) for the county, including annual updates.
- Prepare and submit annual budget proposal and manage the agency's budget. Locate, secure, and administer grant funding from other agencies to supplement operations budget.
- Serve as Homeland Security point-of-contact for the county.
- Conduct presentations at schools, civic organizations, and other events to enhance community awareness and preparedness for potential disaster/emergency threats.
- Establish and maintain effective communications with local, tribal, state, and federal jurisdictions to promote interagency cooperation.
- Establish and maintain effective communications with local news media to quickly advise the public of emergency situations.
- Establish and maintain Mutual Aid Agreements with other agencies.
- Meet with staff from schools, nursing homes, and hospitals to assist in preparation of emergency plans for each facility.
- Coordinate distribution of assistance to citizens following disasters.
- Coordinate overall response functions with appropriate personnel.

Job Requirements

- High school diploma or GED and minimum of 2 years experience as an Emergency Management Director or equivalent position.
- Must be willing to relocate to Escambia County within six months of employment.
- Must meet Minimum Standards for Emergency Management Directors as established by the Alabama Emergency Management Agency within 2 years of employment.
- Travel and attendance at various training sessions conducted by AEMA, FEMA, and other agencies.

- Valid Alabama Driver License and good driving record.
- Good vision, hearing, and communications skills required. Ability to climb, stoop, kneel, reach, sit for extended periods and lift up to 25 lbs.
- Ability to work closely with representatives from local, state, tribal, federal, and private organizations, often during stressful situations for extended periods of time.

Starting salary: \$50,000 - \$70,000 depending upon qualifications.

Other duties may be assigned by the County Commission. The duties listed in this job description are not to be construed as being all-inclusive.

Please mail resume to: Escambia County Commission
 Attn: Ron Cink
 Post Office Box 848
 Brewton, Alabama 36427

Or e-mail resume to: rcink@co.escambia.al.us