

MORGAN COUNTY COMMISSION
EMA
EMA SPECIALIST
ADMINISTRATION AND OUTREACH

ESSENTIAL FUNCTIONS: Primarily responsible for coordination of office correspondence and communications; Primarily responsible for coordination of procurement and accountability of equipment and/or supplies to maintain the operational readiness of the Emergency Management Agency; Primarily responsible for preparing/submitting various legal/technical reports in compliance with state/federal requirements; Will be responsible for assisting with the administration of filing and tracking agency reimbursements; Primarily responsible for researching potential grants for the agency; *Primarily responsible for coordinating and/or conducting training for staff, volunteers, county officials and other agencies; Assists in operating and maintaining the Emergency Operations center as a point from which key officials can control operations; Responds to emergency situations; assists in recovery from emergencies; Assists in developing, reviewing, and maintaining comprehensive county-wide Emergency Operations Plan which assigns emergency responsibilities; incorporates federal response plan into county plan; Assists in developing Standard Procedures to support the Emergency Operations Plan; coordinates organization, preparation, and annual review of procedures with employees, other departments, and outside agencies; Assists in establishing and maintaining adequate communications systems to alert key officials in the event of emergency situations and to provide for an emergency communications network; Assists in establishing and maintaining adequate warning systems to warn the public in the event of emergency situations; Assists in identifying potential hazards; Assists in planning, directing, coordinating, and evaluating drills and exercises to test emergency response in various situations; Assists in developing, operating, coordinating and administering all components of the county emergency program in compliance with applicable federal, state, and local laws; Assist in maintaining a shelter system; Primarily responsible for recruitment of volunteer personnel for emergency management related activities; May act as a liaison with federal, state and local agencies; Maintains departmental records; May assume the duties of the Director in absence of same; Performs other related duties as required. ***Trainings may be conducted in the evenings or on weekends.**

MINIMUM QUALIFICATIONS: Degree in Emergency Management, Business Administration, Public Administration or related field, or a two-year degree and five years of progressive management experience in emergency management or related field. Must possess and maintain an Alabama Driver's License. CEM recommended. Amateur Radio license recommended.

Physical Requirements: Medium to Heavy Physical Work Demands

Grade A04 - \$18.64
Full Time W/Benefits

Download application and instructions at

<https://morgancounty-al.gov/departments-services/human-resources/>

or apply at the Morgan County Commission Office located on the 5th floor of the Morgan County Courthouse, 302 Lee St NE, Decatur, Alabama.

Applications accepted 3/15/2023 to 3/21/2023.

EEO

F/M/V/D