

**MORGAN COUNTY COMMISSION**  
**EMERGENCY MANAGEMENT OFFICER**  
**EMA**

**ESSENTIAL FUNCTIONS:** Responsible for/assists in: operating/maintain Emergency Operations Center; developing, reviewing, and maintaining Emergency Operation Plan; developing Standard Operating Procedures to support Emergency Operating Plan; establishing and maintaining adequate warning systems; establishing and maintaining adequate communication systems to alert key officials in the event of emergency situations and to provide for an emergency communications network; identifying potential hazards; conduct annual hazard/vulnerability analysis; planning, directing, coordinating, and evaluating drills and exercises; working to eliminate hazards or mitigate consequences and works closely with the National Weather Service; developing and maintaining mutual aid agreements with adjacent jurisdictions outside of the county; developing, operating, coordinating, and administering all components of the county emergency management program in compliance with applicable federal, state, and local laws; maintaining an emergency public information system; establishing and maintaining a shelter system; preparing, directing, and conducting training/educational programs for staff, other agencies, or others; coordinating the recruitment of volunteer personnel for emergency management and related activities; organizes and directs recruits; coordination of office correspondence and communications. Uses knowledge of various software programs to operate information technologies in an effective and efficient manner; Prepares and/or generates routine correspondence, forms, reports, charts, and other documents via computer or any other means; Responsible for/assists in departmental records; Participates on various committees; coordinates committee activities; attends meetings as appropriate; Provides emergency response on a twenty-four-hour basis as needed; Acts as a point of contact for the Local Emergency Planning Committee; Responsible for/assists with all aspects regarding nuclear power plant emergencies and/or TVA planning;; May act as a liaison with federal, state and local agencies; Maintains departmental records; Performs other related duties as required and/or assigned.

**\*Training 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.

**PHYSICAL REQUIREMENTS:** Medium to Heavy Physical Work Demands

**Grade A05 (\$22.37-\$28.80)**

**Full Time W/Benefits**

**Note: The Morgan County Commission healthcare plan requires a spousal carve-out. This plan provision excludes or restricts spouses from being eligible for the County's group health plan when they are eligible for or enrolled in their own employer's health plan.**

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

Or at the Morgan County Commission Office located on the  
5<sup>th</sup> Floor in the Morgan County Courthouse,  
302 Lee St NE, Decatur, AL.

**Applications accepted 05/23/2025 until 05/30/2025.**