

JOB DESCRIPTION
MARSHALL COUNTY, ALABAMA

EMA DIRECTOR

JOB GRADE: 16

JOB CODE: 975

Department: Emergency Management Agency
Reports To: Commission Chairman
Date: August 2015
FLSA: Exempt
DOT Ref: 187.117-022

JOB DESCRIPTION

Oversee and supervise the day-to-day and emergency operation of the local organization for emergency management and coordinate and participate in the development and maintenance of plans and procedures. Coordinate county-wide activities of response personnel in Marshall County and oversee training programs and exercises for staff, response personnel and volunteers. Inform and educate the public regarding emergency management operations. Interface with state and federal Emergency Management agencies, legislative groups and peer agencies in the preparation and funding of all required emergency response programs. Participate in self-development and continuing education activities as prescribed by state and federal agencies. NOTE: Involves non-standard working hours.

ESSENTIAL JOB FUNCTIONS

A. Oversee and supervise the operation of the local emergency management agency:

1. Maintain an office responsible for local emergency management.
2. Supervise assigned staff by hiring, training, evaluating performance, and taking disciplinary action, as needed.
3. Prepare and submit proposed local emergency management program annual budget for local and state approval.
4. Prepare and submit to AEMA a report of monthly expenditure for reimbursement.
5. Prepare periodic activity reports.
6. Enforce compliance with local, state and federal laws related to Emergency Management.
7. Supervise volunteer staff and coordinate Emergency Operation Center (EOC) activities during emergency periods and EOC activation.
8. Recruit and train emergency responders to meet all local, state and federal requirements.
9. Establish and maintain records of training administered and trainees involved.
10. Prepare plans for relocation of evacuees from high risk areas into safe areas, coordinating plans with adjoining counties.
11. Prepare state reports showing planned program activities and accomplishments.
12. Respond to hazardous waste spillage, assisting emergency personnel in coordinating emergency responders and clean-up process and advising ADEM and other appropriate agencies, including requesting assistance as necessary.
13. Plan and implement training programs for volunteer and emergency response personnel, county agencies and general public

B. Prepare plans for developing effective county-wide responses to emergency situations:

1. Develop, maintain, revise and distribute a County ALL Hazards Emergency Operation Plan (EOP).
2. Formulate, conduct and maintain a jurisdictional hazard analysis.
3. Develop and maintain an accurate resource directory.
4. Conduct facility surveys and Hazard/Vulnerability analysis for schools and industries addressing natural and technological disasters.
5. Schedule, plan, conduct and evaluate exercises testing the effectiveness of jurisdictional plans.
6. Establish and maintain RACES and ARES within the jurisdiction and coordinate them with adjoining jurisdictions.

ESSENTIAL JOB FUNCTIONS (Continued)

7. Establish and maintain an emergency communication system linking EOC and all response organizations in the jurisdiction.
 8. Establish and maintain an effective emergency public information system.
 9. Assist in developing and maintaining effective mutual assistance agreements within the jurisdiction as well as with adjoining jurisdictions.
- C. Provide support and assistance in the event of actual disasters, accidents or incidents:
1. Support and assist in the activation of reception and care procedures and facilities.
 2. Assist in coordination of search and rescue operations.
 3. Assist in activation of all warning systems as required and appropriate.
 4. Assist in evacuation operations.
 5. Assist in coordination with other agencies such as Red Cross, DHR and EPH in efforts to provide immediate relief in the form of shelter, food and clothing.
 6. Assist in assessing and reporting damage from disasters, etc., to local, state and federal officials as required.
 7. Assist in coordinating responses to hazardous events.
 8. Furnish information, reports and official documents required to state and federal officials.
 9. Assist in submission of applications for federal assistance in restoring destroyed or damaged eligible facilities.
 10. Assist in the identification of deficiencies in response and recovery activities and in formulating recommendations for correcting deficiencies.
- D. Distribute information about the function of the County Emergency Management Agency to the public at large and other organizations using all available means:
1. Distribute booklets and pamphlets offering information to the public.
 2. Speak to groups such as schools and emergency responders on the importance of emergency preparedness, the EMA and available resources.
 3. Ensure that weather watch and warnings are received by the public.
 4. Advocate for financial and other support for EMA.
- E. Help locate and coordinate operation of shelters:
1. Assist agencies to locate and designate shelters.
 2. Assist agencies in storing and testing emergency equipment in shelters.
 3. Assist agencies to arrange for food storage and delivery.
 4. Assist agencies as necessary in recruiting staff for shelters and arranging training.
- F. List and organize available county emergency response groups:
1. List all county personnel and resources available, including cities, towns, volunteer fire department and rescue squads, to help respond to disasters.
 2. Enable local response groups to become more effective in responding to disasters through suggesting training and providing regular communications.
- G. Take part in self-development; offer training and assistance to those who handle emergencies:
1. Participate in professional development classes offered by state and federal EMA.
 2. Read relevant materials and take advantage of other means of staying abreast of developments in field.
 3. Offer training to daily emergency responders and volunteer groups.

ESSENTIAL JOB FUNCTIONS (Continued)

4. Schedule persons for training classes in RADEF, hazardous-materials spillage and severe weather.
5. Provide assistance to patient facilities in developing emergency plans.
6. Assist schools prepare plans and exercises.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of Federal, state and local legislation, practices and procedures associated with emergency situations.
- Knowledge of disaster procedures.
- Knowledge of and ability to prepare comprehensive plans.
- Knowledge of resources available in jurisdiction.
- Knowledge of nuclear, technological and natural hazards in jurisdiction.
- Knowledge of governmental and parliamentary procedures and policies.
- Knowledge of procedures necessary for jurisdictions to recoup damages.
- Knowledge of principles of accounting and bookkeeping.
- Knowledge of potential effects of various disasters.
- Knowledge of budget preparation procedures.
- Knowledge of county, state, federal and departmental policies.
- Knowledge of principles of management and supervision.
- Ability to read maps and instrument gauges.
- Ability to use common office equipment, including telephone, radio, computer, etc.
- Ability to work onsite at an emergency situation or disaster site to organize and direct operations for extended periods.
- Ability to review and analyze information under emergency operating conditions and make recommendations for courses of action.
- Skill in oral communication sufficient to relate effectively with governmental officials, legislative committees and to respond to large groups of people and in emergencies.
- Writing skills sufficient to communicate effectively with government officials and to prepare written documents for various purposes.
- Reading skills sufficient to read and comprehend laws, codes, ordinances, technical information and data related to EMA.

MINIMUM QUALIFICATIONS

- Two (2) years of college level courses in business or public administration, chemistry, engineering or in other related fields plus five (5) years of progressively responsible experience in emergency response and disaster preparedness or an equivalent combination of education and experience.
- If not previously completed, the successful applicant is required to successfully complete all courses required by the State of Alabama Emergency Management Agency and meet annual continuing education requirements.
- Work involves working extended and unusual hours, including weekends, holidays, and/or off-hour shifts during emergencies or disaster situations and during training programs, preparedness exercises and public outreach events.
- Must possess a valid State of Alabama driver's license and a driving record suitable for insurability.

This job description indicates in general the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the ADA) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as required. This job description reflects management's assignment of essential functions and position responsibilities. Nothing in this job description restricts management's rights to assign or reassign duties and responsibilities to this job at any time. Incumbent must be able to perform the essential functions of this position with or without reasonable accommodation.