



Notice of Vacancy

Part Time

Emergency Management Agency (EMA) Director

Division Commission	Department Emergency Management	Location Dale County Commission
Reports To EMA Director		

Job Summary

Plans and administers county emergency preparedness plans. Assists in the coordination of countywide activities of county emergency response personnel. Participates in various training programs to maintain professional proficiency. Establishes training requirements, coordinates development plans, and offers training programs to groups. Assists in the preparation of annual budgets and submits it to the EMA Director.

Work Experience

At least one year of experience in emergency response, Emergency Management, or qualified military service

Qualifications

Satisfactory completion of 1 year college level education or equivalent through military on-the-job training. 100 hours of course work in Emergency Management as established by the Director of the Alabama Emergency Management Agency (i.e., IS-100, IS-200, IS-700, IS-800 etc.).

Preferences

Certification in hazardous materials, radiological monitoring, and hazardous weather response. Any additional classes dealing with hurricanes, tornadoes, severe storms, hazardous materials, bioterrorism, et cetera.

Good oral and written communication skills required. Requires the ability to solve problems, make decisions, and supervise personnel during an emergency.

Duties and Responsibilities

Assists in the development of county emergency plans for all contingencies including relocation of evacuees from high-risk areas. Coordinates plans with adjacent counties and municipalities as well as the state. Prepare AL State EMA reports showing planned program activities and/or accomplishments.

Assists in the preparation of annual budget and submits for local, state, and federal approval.

Establishes and maintains warning systems. Ensures that weather watch and warnings are received by the public.

Assists in the preparations and implementation of all training programs for the public, volunteers, emergency personnel, civic groups, and students. Various training duties are required.

Responsible for informing public of the general function of the Emergency Management Agency by using all available resources, which include distribution of important informational pamphlets and public speaking.

Participates in professional training and development courses as required to stay abreast of news, information, and technologies as they relate to emergency planning.

Assists in the preparation of a list of all county personnel and resources that can be used to cope with a disaster.

Coordinates the resources of local response groups, medical, law, public works, and Volunteer Fire and Rescue to perform effectively in an emergency.

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Supports and Staffs Emergency Operations Center (EOC) In an emergency. Responsible for keeping officials current as to the status of the situation.

Tests and maintains all equipment and supplies for the EOC including, maintaining map and chart inventories for use by all emergency personnel. Familiarizes EOC personnel with necessary procedures. Normal duty hours are 20 hours per week, but not to exceed 30 hours per week when required or due to a natural or man-made disasters.

Other duties as required.

Statements included in this description are intended to reflect general duties and responsibilities. A detailed job description is available at the Commission Office. Applications may be obtained and returned to the Commission Office, 202 Highway 123 South, Suite C., Ozark, AL 36360 or visit our website at www.employment@dalecountyal.gov.

Deadline for accepting applications is March 10, 2023.

Dale County is an Equal Opportunity Employer.