

## POSITION DESCRIPTION

Title: Operations Division Manager

Department: Emergency Management Agency

Job Analysis: 11/11, 07/12, 09/14, 06/15, 10/16, 09/20, 11/23, 06/25

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

### Relationships

Reports To: EMA Director, Deputy EMA Director

Subordinate Staff: Emergency Management Specialist(s)

Internal Contacts: EMA Staff, other county employees

External Contacts: Emergency Managers from municipalities, local, state, and federal governmental agencies, and non-governmental organizations agencies, local vendors, local industry, and the General Public

Status: Classified/Exempt (S313)

### Job Summary

The Operations Division Manager provides coordination and oversight of departmental operations, emergency response, safety, and training to include facilities, services, personnel, equipment, and supplies. Ensuring appropriate posture of the emergency operations center to adequately coordinate, support, and communicate to essential partners in response to situations, incidents, and events that may impact public safety. This position requires the individual to serve as Operations Section Chief in the Emergency Operations Center. This position requires collaborating with emergency management personnel, community stakeholders and local, state, or federal officials for preparation, response, mitigation, and recovery of disasters; coordinating disaster response, critical information, and crisis management activities to include evacuations, sheltering, and communications; overseeing the shelters operations; collaborating with internal and external constituents during activation or as required. Participation in the development and maintenance of county plans to include the Emergency Operations Plans, Shelter Plans, Regional Distribution Site/Strategic National Stockpile, Communication, Strategic and Safety Plans, and serving in the on-call duty officer rotation are also responsibilities of this position.

### Job Domains

A. Planning and Operations

1. Plans and develops programs both internally and externally to provide emergency management training to EMA staff members, first responders, elected and government officials, citizens, and members of the private sector to ensure compliance with the FEMA National Incident Management System and to ensure the health, safety, and welfare of the citizens of Baldwin County.
2. Coordinates and participates in developing emergency preparedness plans and procedures related to department operations, emergency response, and communications for all hazards.
3. Assists in the planning and coordination of shelter openings and closings. Develops, coordinates, and maintains standard operating procedures for shelter operations and transportation.
4. Identifies resources to assist in emergency response, activations, and activities related to disasters such as translators (multi-lingual) for disaster sheltering and response.
5. Coordination with the Logistics Division Manager/Logistics Section Chief for and volunteer organizations for food, equipment, materials, donated goods and services and volunteers.
6. Coordinates the development and maintenance of communications plans with necessary external and internal partners.
7. Works to coordinate with State and local agencies for emergency operations plans, communication plans, training programs and safety plans to ensure compliance with state and federal guidance related to the organization.
8. Coordinates with the Planning & Grants Division manager to maintain and update comprehensive Emergency Management Plans, which include the Threat and Hazard Identification and Risk Assessment (THIRA) and the Emergency Operations Plan (EOP).
9. Coordinates with Partners and Stakeholders to ensure a roster of individuals needed to fill EOC Operations Section Roles is maintained for activations, and that these positions are staffed during activations.

#### B. Administration

1. Prepares agenda items relevant to the department for the County Commission when needed. Coordinates and strives to actively participate in sustaining a viable emergency management program.
2. Assists with departmental budget and coordinates with the Logistics Division Manager for procurement of supplies to support the emergency operations center activities and response.
3. Aids in maintaining accurate contact information for partners and stakeholders.
4. Coordinates with Emergency Support Function 8 (Health & Medical) with the Alabama Department of Public Health, nursing homes, assisted living facilities, Home Health Care agencies and hospitals for emergency operations plans & evacuation procedures.
5. Coordinates: develops and maintains agreements, contracts, and memorandums of understanding (MOUs) and memorandums of agreement (MOAs) which support emergency management and emergency operations center response, recovery, mitigation, and preparedness activities for emergencies and disasters.
6. Coordinates with the Logistics Division for inventory of shelter supplies and shelter kits.

7. Maintains required training records for departmental staff and others who have received EMA training to ensure compliance with applicable regulations.

### C. Training

1. Implement internal departmental training programs to elevate the professional development for staff members.
2. Recruit, solicit, and/or implement external training courses as requested or required for Emergency Operations Center staff, shelter staff, essential partners, and stakeholders.
3. Assist in the coordination of disaster drills, training, and exercises for response partners.
4. Document training and exercise appropriately for accreditation and program requirements.

### **Knowledge, Skills, and Abilities**

1. Ability to communicate effectively with staff, organizations, and the general public.
2. Ability to maintain a positive attitude and provide great customer service to internal and external contacts.
3. Ability to demonstrate leadership and provide mentoring to interns, subordinate staff, and volunteers.
4. Skills to conduct various training courses and to communicate with staff and the general public.
5. Skills to develop and maintain emergency plans and procedures.
6. Skills to comprehend state and federal guidelines and to read charts, graphs, and maps.
7. Ability to construct and conduct instructional programs and training in a professional and productive manner.

### **Other Characteristics**

1. Willing to travel to state and regional conferences and meetings.
2. Willing to work non-standard hours to provide 24-hour emergency coverage, training sessions, activations, outreach, and duty officer rotation.

### **Minimum Requirements**

1. Graduate of an accredited college or university with a bachelor's degree in emergency management or related field of study or equivalent, or a combination of education and progressively responsible experience related to the duties above.
2. Alabama Hazmat Awareness & Operations Certification, or equivalent, within six (6) months of employment.
3. Experience in Emergency Management, Disaster Recovery and FEMA Individual/Public Assistance Program and plans writing.
4. Experience working with local, state and/or federal agencies – preferred.
5. It is expected that the incumbent will become certified as an emergency manager through the Alabama Association of Emergency Managers at the Basic level within six (6) months of employment and at the Advanced level within three (3) years of employment.

6. Completion of the E449 ICS Curricula Train-The-Trainer course or an equivalent Instructor Development course.
7. Possess a valid driver's license and be insurable by the County's insurance standards.

## **POSITION DESCRIPTION**

Title: Logistics Division Manager

Department: Emergency Management Agency

Job Analysis: 09/11, 07/12, 09/14, 06/15, 08/16, 10/16, 04/20, 06/25

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

### **Relationships**

Reports To: EMA Director, Deputy EMA Director

Subordinate Staff: Emergency Management Specialist(s)

Internal Contacts: EMA Staff, other County employees

External Contacts: Emergency Managers from municipalities, local, state, and federal governmental agencies, and non-governmental organizations agencies, local vendors, local industry, and the General Public

Status: Classified/Exempt (S313)

### **Job Summary**

Responsible for planning, coordinating and warehousing of disaster supplies and equipment needed for emergency response and recovery initiatives. Plan, coordinate, and attend outreach events as required. Assist the agency in training citizens and emergency responders. Should be able to work independently demonstrating initiative and judgment and be responsible for the development of plans to bring equipment and supplies into Baldwin County before, during and after a disaster in support of agency response operations or public recovery efforts. Responsible for developing plans for Points of Distribution for Commodities and Regional Distribution Sites as related to the Strategic National Stockpile. This individual serves in the on-call duty officer rotation.

### **Job Domains**

#### **A. Planning**

1. Write plans to execute logistics procedures in support of emergency operations.
2. Integrate multi-jurisdictional assets (county, municipal and non-profit, etc.) in order to develop a resource list and develop readiness capabilities to enhance response and recovery initiatives.

3. Plan emergency preparedness exercises.
4. Assist in the coordination/establishment of yearly disaster exercises that will test and evaluate emergency response agencies in responding to all hazards (natural and manmade that could affect the county.)
5. Assist in the establishment/maintaining a means of emergency communication with all emergency response agencies within the County.
6. Assist in the establishment/maintaining a system of notification for emergency information to the citizens within the County.
7. Assist in establishing a public notification system to instruct the general population on the hazards that could affect the County. (Schools, Civic Groups, Trade Shows, Nursing Homes, radio and television speeches/presentations).
8. Build partnerships with other emergency management professionals, fire departments, police departments, VOAD and other non-profits in order to enhance planning and support.
9. Work with outside agencies, local business, schools, and the public to disseminate information about emergency preparedness and response planning, and to promote the objectives of the EMA.

#### B. Operations Management

1. Maintain and enhance the County's plan for distributing commodities to the public in a post-disaster event.
2. Conduct site visits and determine unique layouts for each location (staging and distribution points).
3. Use spreadsheets and other software to develop asset packages and allocations of supplies to response elements.
4. Develop scope, evaluate and establish emergency contingency contracts to support operations.
5. Liaison with the Alabama Department of Public Health (ADPH) to exercise the Strategic National Stockpile (SNS) Plan.
6. Develop, organize and implement a Baldwin County dispensing plan to support the SNS Plan.
7. Work with State EMA logistics software to request needed supplies and equipment.
8. Maintain database of all equipment received and inventoried to EMA from the Alabama Emergency Management Agency and the Alabama Department of Homeland Security.
9. Stock and maintain various outreach educational tools and materials.

#### C. Personnel

1. Build partnerships with other emergency management professionals, fire departments, police departments, VOAD and other non-profits in order to enhance logistics planning and outreach events.
2. Train individuals or groups in NIMS and ICS protocols.
3. Assist the Agency in promoting various programs to enhance emergency preparedness
4. Assist in the overall planning and preparedness of the emergency management agency.

5. Assist the agency and area first responders by conducting training classes on response equipment and capabilities.
6. Possess a level of HAZMAT training to the awareness and operations level.
7. Have a willingness to work non-standard hours and participate in the agency on-call duty officer rotation schedule.
8. Possess the skill set needed to review, critique and develop emergency operations plans as needed for emergency planning, response and recovery.

### **Knowledge, Skills and Abilities**

1. Ability to communicate effectively with staff, other organizations, and the general public.
2. Skills to assist in preparing budgets, plans, and procedures.
3. Skills to understand written materials.
4. Skills in developing various multi-media presentations.
5. Possess a level of HAZMAT training to the awareness and operations level.

### **Other Characteristics**

1. Willing to travel to state and regional conferences.
2. Willing to work non-standard hours to provide 24-hour emergency coverage.

### **Minimum Requirements**

1. Bachelor's degree from an accredited college in Emergency Management, Logistics Management or public safety related field, or combination of education and progressively responsible experience related to the duties above.
2. Alabama Hazmat Awareness & Operations Certification, or equivalent, within twelve (12) months of employment.
3. Experience working with local, state and/or federal Agencies – preferred.
4. It is expected that the incumbent will become certified as an emergency manager through the Alabama Association of Emergency Managers at the Basic level within twelve (12) months of employment and at the Advanced level within two (2) years of employment.
5. Experience in operations research, warehouse management and humanitarian relief operations – preferred.
6. Three (3) years experience in Emergency Management/Logistics Planning.
7. Two (2) years experience in general warehouse management.
8. Possess a valid driver's license and be insurable by the County's insurance standards.

## **POSITION DESCRIPTION**

Title: Planning and Grants Division Manager

Department: Emergency Management Agency

Job Analysis: 03/10, 07/12, 09/14, 06/15, 10/16, 11/18, 09/20, 06/25

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

### **Relationships**

Reports To: EMA Director, Deputy EMA Director

Subordinate Staff: Emergency Management Specialist(s)

Internal Contacts: EMA Staff, other County employees

External Contacts: Emergency Managers from municipalities, local, state, and federal governmental agencies, and non-governmental organizations agencies, local vendors, local industry, and the General Public

Status: Classified/Exempt (S313)

### **Job Summary**

The Planning and Grants Division Manager is responsible for coordinating, writing, revising, and implementing emergency operations plans related to the Baldwin County Emergency Management Agency. The incumbent leads, informs, and collaborates with constituents internally and externally for the purpose of developing plans and strategies to prepare, mitigate, and respond to hazards and incidents that pose a threat to our community. Maintaining quality relationships with first responders, staff, partners and stakeholders to ensure all hazards are encompassed in planning efforts to protect the safety and welfare of the citizens of Baldwin County. The Planning and Grants Division Manager is also responsible for soliciting, monitoring, directing, and/or managing grants as assigned by the Emergency Management Agency (EMA) Director. Serves in the on-call duty rotation.

### **Job Domains**

#### **A. Planning**

1. Responsible for creating, developing and/or maintaining agency plans to include the Baldwin County Emergency Operations Plans, Strategic Plan, Communications Plan,



Shelter Plan, Mitigation Plans, Regional Distribution Site/Strategic National Stockpile, and other relevant plans for the organization.

2. Informs and provides presentations, correspondence and actions to ensure awareness, education and training on the respective plans to internal and external constituents.
3. Coordinates and collaborates with staff to determine appropriate training and exercises to test plans.
4. Assists county departments with Community Rating System (CRS) by providing documentation needed for certification review and National Flood Insurance Program (NFIP).

#### A. Grants and Budget Management

1. Prepares and submits grant applications to secure grants for the department.
2. Prepares all accounting and compliance reports as required for submission to the State Emergency Management Agency, Department of Homeland Security, or as necessary for grant reporting and compliance.
3. Actively pursues new grants for the department.
4. Coordinates appropriately with Logistics Division Manager and the purchasing department for procurement and execution of grant purchases.
5. Prepares and maintains appropriate grant documentation.
6. Coordinates grant activities with contract grant consultants when necessary.
7. Works with auditors and program compliance staff to ensure that all department grants are in full compliance.
8. Prepares monthly reimbursement reports to State Emergency Management Agency.
9. Prepares quarterly status reports for all grants.
10. Assists county first responder agencies by providing grant information and grant guidance.

#### B. Administrative

1. Answers telephone and provides information as requested.
2. Greets visitors and provides assistance and/or information.
3. Prepares agenda action items and supporting documentation for commission review and processing.
4. Schedules and organizes meetings to promote preparedness, mitigation, response, and recovery activities.
5. Participates in department meetings and serves as an agency representative to stakeholders and partnering agencies/organizations.

#### C. Operations Management

1. Serves as the Planning Section Chief during activation of the Emergency Operations Center coordinating and collaborating with appropriate staff internally and externally.
2. Disseminates appropriate messaging for threats and warnings utilizing agency communication and notification mechanisms.

3. Analyze and coordinate planning and emergency response activities to ensure adherence to agency emergency operations plans, standard operating guides and county policy.
4. Coordinate agency emergency preparedness plans with local, state and federal level counterparts.
5. Assess and evaluate the effectiveness of current plans and procedures and revise if necessary.
6. Ensure proper documentation for all emergency response and Emergency Operations Center activations is captured.
7. Facilitate meetings to advance, coordinate and support operational responses to incidents, events, and disasters.

### **Knowledge, Skills, and Abilities**

1. Ability to maintain a positive attitude, work in a dynamic environment, and maintain respectful composure.
2. Ability to communicate effectively with staff, other organizations, and the general public.
3. Utilize excellent writing skills for clear and concise communications during emergencies, times of crisis, and in preparation of educational materials.
4. Skilled in the use of computers and software related to job (word processing, spreadsheets, presentations, databases, GIS).
5. Ability to prepare, review, and revise plans, grant applications, reports and correspondence as necessary.
6. Ability to analyze complex grant applications, problems and data, and use sound judgment in preparing a winning application.
7. Ability to handle high stress situations and effectively deal with difficult people and situations.
8. Ability to establish and maintain a positive and effective working relationship with citizens, employees, supervisors and the general public.
9. Ability to comprehend and articulate complex facts and relationships in detail, to summarize and write clearly, concisely and legibly.
10. Skills in reading and interpreting engineering/architectural drawings, topographic maps and aerial photographs.
11. Ability to deliver and administer training programs to inside and outside agencies.
12. Reviews after action reports to assimilate necessary revisions for plan improvements.

### **Other Characteristics**

1. Willing to help others and provide mentorship to interns and subordinates.
2. Willing to travel to state, regional and national conferences.
3. Willing to work non-standard hours to provide 24-hour emergency coverage in emergency situations, or as deemed necessary by the Director.

### **Minimum Requirements**

1. Graduate of an accredited college or university with a bachelor's degree in Emergency Management, Finance, Planning or a related field of study: or a combination of relevant experience and education equivalent to these requirements.

2. Alabama Hazmat Awareness & Operations Certification, or equivalent, within one (1) year of employment.
3. Experience working with local, state and/or federal agencies – preferred.
4. It is expected that the incumbent will become certified as an emergency manager through the Alabama Association of Emergency Managers at the Basic level within six (6) months of employment and at the Intermediate level within two (2) years of employment.
5. Possess a valid driver's license.
6. Willing to travel to state, regional, and national training conferences.
7. Willing to work non-standard hours to provide 24-hour emergency coverage and participate in the agency Call Duty Officer rotation schedule.