

POSITION DESCRIPTION

Title: ~~Assistant~~ **Deputy** EMA Director

Department: Baldwin County Emergency Management Agency

Job Analysis: July 1995, September 2011, July 2012, June 2015, Sept 2016, **June 2019**

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: Director, Baldwin County Emergency Management Agency

Subordinate Staff: Logistics and Outreach Coordinator, Planning and Grants Coordinator, Training and Shelter Coordinator, Administrative Support Specialist, Part-time Technical Assistant, and Custodian

Internal Contacts: EMA Staff, Department Supervisors, and other county employees

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

Status: Classified/Exempt (~~EC-8~~) **(EC-9)**

Job Summary

~~Assist the Director in the day-to-day operations of the EMA. The Deputy Director will directly support the agency Director and provide subordinate oversight. The Deputy Director's responsibilities include, but are not limited to the following; fulfill the duties and responsibilities of EMA Director in their absence, organize the coordination of subordinate staff, provide support to the development and operational tempo during events, emergencies, and demonstrate leadership and oversight to assigned task, and projects related to comprehensive emergency management. The Deputy will review the monthly budget reports and assist in the yearly budget review. Assist in budget and emergency plan preparation. The Deputy Director will work with the staff to P~~plan, prepare and conduct educational programs and presentations to a variety of audiences. ~~Coordinate all~~ **Assist in the coordination of** emergency preparedness activities and assess effectiveness of the programs. Develop a working relationship with state, ~~and federal, - levels~~ **and local authorities and first responders**. Assist with employment interviews and make applicant recommendations for vacant positions. Train departmental employees and volunteers. Ensure material, supplies and requisitions to support the agency are processed properly. Ensure reports are maintained and properly reported to the state and other agencies as required.

Job Domains

A. Planning

1. Assist in preparation of the department's budget.
2. Possess the skills set needed to review, critique, and develop emergency operations plans as needed for emergency planning, response and recovery procedures.
3. Plan public educational programs and emergency preparedness exercises.
4. Plan agendas for all staff meetings and conferences.
5. 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.)
6. Assist in the establishment/maintaining a means of emergency communication with all emergency response agencies within the County.
7. Assist in the establishment/maintaining a system of notification for emergency information to the citizens within the County.
8. Assist in establishing a public information 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).
9. Build partnerships with other emergency management professionals, fire departments, police departments, VOAD and other non-profits in order to enhance planning and support.

B. Operations Management

1. Collect and prepare resource information and provide presentations to local groups and organizations.
2. Analyze and coordinate each activity involved in emergency procedures.
3. Assist in the overall planning and preparedness of the emergency management agency to include being a vital member of a team that is dedicated to serving the public.
4. Coordinate local emergency preparedness plans with those at the state and federal level. Work closely with other Emergency Management Agencies, as well as Municipal, State and Federal government, and non-governmental agencies to develop operational plans. Maintain, and continue to improve upon existing plans that support emergency response operations.
5. Assess and evaluate the effectiveness of current plans and procedures. Revise plans as necessary.

C. Personnel

1. Provide appropriate training and information for department employees and volunteers.
2. Assist the agency and area first responders by conducting training classes on response equipment and capabilities.
3. Assist in the recruitment and training of volunteers as needed to augment the activities of a well staffed and equipped emergency management program.

4. Train individuals or groups in NIMS and ICS protocols. Assist the Agency in promoting various programs to enhance community emergency preparedness (CERT).

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.

Other Characteristics

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. Three (3) years of experience in Emergency Management/Logistics Planning.
3. Obtain Alabama Hazmat A & O Certification, or equivalent, within six (6) months of employment.
4. Experience working with Local, State and 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 two (2) years of employment.
6. Experience in operations research and humanitarian relief operations.
7. Possess a valid driver's license.
8. Willing to travel to state, regional and national conferences.
9. Willing to work non-standard hours to provide 24-hour emergency coverage, training sessions and participate in the agency on-call duty officer rotation schedule.