

POSITION DESCRIPTION

Title: Logistics Division Manager/~~Outreach Coordinator~~

Department: Emergency Management Agency

Job Analysis: 09/2011, 07/2012, 09/2014, 06/2015, 08/2016, 10/2016, 04/2020

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, ~~Assistant Deputy~~ EMA Director

Subordinate Staff: None

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 (EC-7)

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. ~~and will also be responsible for EMA social media content.~~

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.
- ~~10. Responsible for EMA social media content.~~

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 ~~six (6)~~ **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 ~~six (6)~~ **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.**