



POSITION DESCRIPTION

Title: Emergency Management Officer

Department: Emergency Management Agency

Job Analysis: 11/2011, 07/2012, 09/2014, 06/2015, 10/2016, 09/2020

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, Deputy EMA Director

Subordinate Staff: Interns participating internship program

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 (S315)

Job Summary

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 or Emergency Operations Center Operations Floor Manager. 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. Participate 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 serves in the on-call duty officer rotation.

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.

B. Administration

1. Prepares agenda items relevant to the department for the County Commission when needed. Coordinates and strives to build and maintain a viable emergency management program.
2. Assist with departmental budget and coordinates with the Logistics Division Manager for procurement of supplies to support the emergency operations center activities and response.
3. Provide assistance in maintaining accurate contact information for constituents.
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 a resource list for operational and response purposes.
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.
5. Assist with, or implement the training of citizens in all facets of emergency management.

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 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.

POSITION DESCRIPTION

Title: Emergency Management Specialist

Department: Emergency Management Agency

Job Analysis: September 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, 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, local vendors, local industry and the general public

Status: Classified/Non-Exempt (307)

Job Summary

The Emergency Management Specialist for the Emergency Management Agency serves to accomplish a myriad of duties to assist the staff of the department as well as the functions within the Emergency Operations Center. This individual is responsible for providing technical support and assistance to the EMA staff in the areas of planning, logistics, operations, training, and education outreach. This person will also help to ensure facilities, services, personnel, training, equipment, and supplies are supported for the purposes of maintaining a viable emergency management program. Incumbents must have excellent communication and creative writing skills, maintain records, prepare for and participate in staff meetings, and assist in managing communications for the department. This person reports to the EMA Deputy Director. During times of activation this individual may be assigned by the EOC Manager to assist with the Operations, Logistics, or Planning Sections.

Job Domains

A. Administrative

1. Serves as a scribe as needed.
2. Types and/or prepares correspondence, agenda items, reports and various documents as requested.

3. Schedules meetings and coordinates public meetings with staff.
4. Conducts research as needed or requested.
5. Collects information to maintain situational awareness. Providing assistance with social media monitoring and information dissemination.
6. Receives and dispatches mail.
7. Assist in maintaining the agency calendar of events.
8. Assists with data entry for mass communications and maintaining current contact information for internal and external partners.

B. Logistical Support

1. Provides logistical support for outreach events, activations, training, as well as equipment/asset inventory and maintenance.
2. Provide logistical support to ensure the necessary supplies to support EOC operations and activations. Assist with procurement processes as directed by the Logistics Division Manager. (Spending authorization will always be applicable as approved by the EMA Director and on file in the Budget/Purchasing office).
3. Assists in checking in/out equipment, utilizing appropriate documentation and procedures.
4. Assists with sheltering operations and support as requested. This includes staffing, volunteer management, and donation management.

C. Training

1. Assists with development and implementation of training courses to include registration, promotional materials, participant management, documentation, and material support.
2. Assist with training as requested.

D. Planning

1. Assists with reviewing and revising emergency plans, risk assessments, and guidelines to accomplish the mission of the agency.

E. Reception and Referral

1. Greets visitors to the office, refers them as necessary to appropriate personnel, and ensures great customer service to internal and external guests.
2. Answers all incoming calls to the office and directs calls to appropriate personnel or document appropriate messages.
3. Provides appropriate information to general inquiries always remaining polite and professional.
4. Communicate effectively with guests, visitors, and staff.

Knowledge, Skills, and Abilities

(Any item with an asterisk will be taught on the job)

1. Skills to comprehend federal, state, and local guidelines, as well as read charts, maps, and graphs. Knowledge of English grammar, composition and spelling within acceptable standards of quality and accuracy.
2. Knowledge of general office practices and procedures.
3. Skills to communicate effectively with Commissioners, EMA Director, Deputy EMA Director, office staff, co-workers, interns, volunteers, and the general public.
4. Skills to read, understand and compile printed reports and research assignments.
5. Knowledge of Emergency Management Agency activities.
6. Ability to establish and maintain effective working relationships with supervisors, co-workers and the general public.
7. Knowledge and ability to operate computers and general software.
8. Ability to work under stress of recurring deadlines.
9. Ability to lead by example.
10. Ability to work professionally in an innovative, dynamic work environment, adapting to change with a positive attitude.
11. Skills to work cooperatively and respectfully with others, maintaining enthusiasm for the job, and be willing to help others.

Other Characteristics

1. Willing to work non-standard hours to provide twenty-four (24) hour emergency coverage during EOC activations.
2. Serve in the Call Duty Officer rotation to include nights and weekends.
3. Attend educational and professional development courses for advanced training.
4. Willing to travel to state and regional conferences and meetings.

Minimum Requirements

1. High school diploma or equivalent.
2. Must have a valid driver's license and be insurable by the County's insurance guidelines.
3. Hazardous Materials Awareness & Operations Certified within 12 months of employment
4. It is expected that the incumbent will obtain a Basic Level Certification from the Alabama Association of Emergency Management within 12 months of employment.

POSITION DESCRIPTION

Title: Facilities Coordinator/Environmental Services

Department: Emergency Management Agency

Job Analysis: May 2012, September 2013, October 2016, September 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, Deputy EMA Director

Subordinate Staff: None

Internal Contacts: Employees of the Emergency Management Agency, and co-workers, Sheriff's Department

External Contacts: Local Organizations and Industry, General Public

Status: Classified/Non-Exempt (304)

Job Summary

Oversee all activities pertaining to and inside the building to ensure health and safety standards are met and maintained. Responsible for reporting and tracking facility repairs and maintenance. Input and track maintenance work orders to address repairs or concerns. Maintains the physical space, ensuring safe, clean, and functional environment for the facility. General cleaning and housekeeping duties for county facilities as may be assigned. Job domains include environmental services provided for assigned areas, furniture, desktops, counters, cabinets, windows, floors, restroom facilities and various others as may be assigned. Reporting supply needs and coordinating procurement with the Logistics Division Manager and/or supervisors, as necessary. Receiving and greeting visitors, directing the public when needed. Securing county facilities as required. Providing environmental services for the emergency operations center, call center, dispatch center, to include all departments housed in the building.

Job Domains

A. General Housekeeping and Daily Duties

1. Maintaining a functional, clean environment for the facility.
2. Empty and clean waste containers and if applicable outside ashtrays.

3. Dust and clean (with applicable cleaners) desktops, counters, cabinets and furniture as required. (daily or weekly as needed)
4. Clean all floors as applicable. (ex. vacuum carpeted floors, dust mop linoleum floors and wet mop linoleum floors.)
5. Open and secure designated buildings as required.
6. Perform related work as required.

B. Daily Maintenance

1. Replace tissues and hand towels as required.
2. Sweep, mop, and clean all restroom floors with appropriate cleaner.
3. Clean and wipe down all related restroom fixtures.
4. Clean and polish all related chrome.
5. Clean/polish mirrors.

C. During times of Activation/Emergencies

1. Evaluate and monitor current situation.
2. Determine if present plan of action will meet incident objectives.
3. Determine if the present plan is congruent with the incident strategic plan.
4. Identify problems and concerns.
5. Identify resources to be protected.
6. Advise Incident Commander and other appropriate incident management team personnel.
7. Identify kind, type, and number of resources required to achieve objectives. Consider incident type and complexity, kinds and types of resources, resource availability and utilization, and safety factors.
8. Order necessary equipment.
9. Discuss long-range and contingency plans and identify potential and future resources.
10. Determine the numbers of personnel assigned to teams and groups, designated and anticipated facilities, and their arrival times.
11. Coordinate with other agencies to coordinate with other agencies to avoid duplication of services and support.
12. Arrange for periodic safety inspections of facilities to ensure compliance with health and safety regulations and fire codes.
13. Adjust current operations to meet the tactics required for the next operational period considering:
 - Resource status
 - Situation status
 - Weather
 - Communications capability
 - Environmental impact
 - Resources to be protected
 - Cost constraints

Knowledge, Skills, and Abilities

1. Skills to communicate with Departmental supervisors, co-workers, and general public as required.
2. Skills to understand simple instructions, directions, and procedures.
3. Skills to complete basic forms.
4. Skills to do basic daily maintenance on vacuum cleaners (clean hoses and related equipment to insure it is operating properly)

Other Characteristics

1. Willingness to work nights and weekends.
2. Ability to maintain a positive attitude, work in a dynamic environment and maintain composure.

POSITION DESCRIPTION

Title: Planning and Grants Division Manager

Department: Emergency Management Agency

Job Analysis: 03/2010, 07/2012, 09/2014, 06/2015, 10/2016, 11/2018, 09/2020

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, 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 (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.