

## POSITION DESCRIPTION

Title: Emergency Management Director

Department: Emergency Management Agency

Job Analysis: 08/89, 5/93, 5/01, 05/06, 1110, 05/11, 08/12, 06/15, 10/16, 03/19, 09/21

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: County Commissioners

Subordinate Staff: ~~Assistant Deputy~~ EMA Director, ~~Emergency Management Officer,~~ Logistics Division Manager ~~and Outreach Coordinator,~~ Planning and Grants ~~Division Manager Coordinator,~~ Emergency Management Specialist, Public Information and Communication Specialist, Office Assistant III, and Facilities Coordination/Environmental Services ~~Office Assistant IV,~~ ~~Administrative Support Specialist and Custodian. Training and Shelter Coordinator, Part-time Technical Assistant~~

Internal Contacts: County Employees, County Administrator, County Commission and other Elected Officials

External Contacts: School and Hospital Administration, Government Officials, State Emergency Management Agency Personnel, Local Industry, General Public, News Media, Other Agencies with Emergency Responsibilities, Rescue Squads, Hamm Radio Operators, Weather Spotters, Fire Departments, Volunteer Groups

Status: Exempt/Appointed Contract (A/E)

### Job Summary

The EMA Director develops and maintains plans for emergency preparedness programs, prepares annual budget for County and State; maintains current knowledge on effects of various disasters and legal guidelines; plans and implements training programs in Emergency Management; aids local industry in developing plans for hazardous materials as well as training in hurricane preparedness; maintains contact with government officials and related organizations; solicits federal funding in the event of disaster; solicits grant funding for various programs and equipment; makes presentations to civic groups, schools, nursing homes and trade shows on disaster preparedness; disaster Response - 24 hour/ 7 days a week call out; provides training resources to first responders and other emergency management affiliates; and represents Baldwin County as voting member of the Southwest Alabama Emergency Medical Services Council. The

Emergency Management Director coordinates with the County Commission, the County Administrator and the Department Heads.

### **Job Domains**

#### **A. Planning**

1. Execute principles and practices of emergency management as defined within the Code of Alabama and Code of Federal Regulations (CFR 44).
2. Establish/maintain annual budget requirements for the local emergency management program as determined by the County Commission and Alabama Emergency Management specifications.
3. Develop/maintain Emergency Operations Plans (EOP) for an efficient countywide emergency management program and assist all local emergency response agencies, boards and industries in preparing emergency operations plans to meet their specific requirements.
4. Establish and maintain the Local Emergency Planning Committee (LEPC).
5. Secure additional assistant and funding through state and federal programs.
6. Establish/maintain working relationships with elected officials within the County and cities.
7. Coordinate training for all emergency responders within the County.
8. Coordinate/establish yearly disaster exercise that will test and evaluate emergency response agencies in responding to all hazards (natural and manmade) that could affect the County.
9. Promote the awareness of the local emergency management program through regular attendance at County Commission meetings, city council meetings and associations within the County.
10. Establish/maintain emergency public information procedures with all local media to disseminate press releases to the public during both normal and emergency operations.
11. Coordinate the efforts to establish an effective shelter program.
12. Establish/maintain a means of emergency communication with all emergency response agencies within the County.
13. Prepare/update an all hazards analysis for the County.
14. Recruit and train volunteers as needed to augment the activities of a well-staffed and equipped emergency management program.
15. Assist schools, churches and civic groups with any and all information needed to keep the members involved in the emergency management program.
16. Act as liaison between local government agencies and the State of Alabama Emergency Management Agency during normal and emergency response operations.

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

1. Experience in or knowledge of the principles of emergency management.
2. Working knowledge of public policy development and the County's' role in the state system.
3. Ability to work with elected officials at all levels of government.

4. A record of progressively challenging leadership positions; ability to manage organizations that expand during crisis and rapidly changing situations.
5. Experience in strategic planning, organizational development, and financial management.
6. Ability to coordinate across organizations and agencies and among different levels of government, and work with the private sector.
7. Demonstrated ability of problem solving and successful decision-making, especially during crisis and rapidly changing situations.
8. Excellent communication skills (written and verbal) to deal effectively with state and local governments, media, citizens and other constituents and stakeholders.
9. Leadership experience in prior disasters; understanding of the disaster declaration processes.
10. Skills in developing, implementing and assessing comprehensive emergency response plans, training programs and exercises.
11. Familiarity with state and federal programs, policies, laws and authorities related to emergency management.
12. Understanding the National Incident Management System (NIMS).

### **Minimum Qualifications**

1. Possess a valid driver's license.
2. Possess a degree in related field. However, the aforesaid educational requirements may be satisfied with the individual possessing a combination of education, training and experience.
3. Possess experience in coastal areas and hurricanes.