

*Limestone
County Commission*

*Chairman
Collin Daly*

*Administrator
Ellen Morell*



*Commissioners:
Daryl Sammet
Danny Barksdale
Derrick Gatlin
LaDon Townsend*

THE LIMESTONE COUNTY COMMISSION HAS AN OPENING FOR:

TRANSITIONAL EMERGENCY MANAGEMENT OFFICER

Emergency Management Agency

**Alabama Career Center
2535 Sparkman Dr. NW
Huntsville, AL
Phone: (256) 851-0537**

Or

**Limestone County Commission
310 W. Washington St.
Athens, AL
Phone: 256-233-6400**

Or

Online: <https://limestonecounty-al.gov/doing-business/jobs>

MONDAY THROUGH FRIDAY, 8:00 A.M. UNTIL 4:30 P.M.

**SEE ATTACHED JOB DESCRIPTION FOR TYPICAL DUTIES
AND RESPONSIBILITIES**

SALARY \$23.83 PER HOUR

**APPLICATIONS WILL BE ACCEPTED UNTIL THE
September 19, 2023**

AN EQUAL OPPORTUNITY EMPLOYER (M/F/V/D)



Transitional Emergency Management Officer

Emergency Management Agency

EMA/3
Grade 17

JOB SUMMARY

This position assists in managing the operations of the Emergency Management Agency.

MAJOR DUTIES

- Assists in coordinating disaster response; assists in the coordination of emergency responders and resources; activates emergency notification and public warning systems.
- Assists in the coordination of recovery efforts following disasters; assists in determining resource needs; coordinates damage assessments and logistics.
- Maintains the Radiological Emergency Preparedness (REP) plan, standard operating guides, and checklists; coordinates with school and special facilities to ensure RFP plans are in place; identifies individuals with access and functional needs; ensures plans are in compliance with applicable state and federal requirements.
- Conducts operational checks for EMA equipment, including generators and audio-visual equipment; conducts tests of communications systems in the EOC; ensures operational readiness of the mobile command post; maintains county storm shelters and sirens; conducts monthly tests of radiological monitoring equipment; conducts checks of Browns Ferry Nuclear Plant evacuation route signs.
- Provides information to the public during disaster and recovery; makes presentations to civic organizations, schools, and other community groups; distributes pamphlets, flyers, and other educational materials; disburses information via the news media and social media outlets.
- Completes Emergency Management Performance Grant (EMPG) budget request and workplan; completes quarterly EMPG reports; completes REP budget request and quarterly reports; assists EMA Director in determining budget needs and expenditure requirements.
- Determines exercise objectives; develops exercises; develops and After Action Report consisting of corrective action items; coordinates with Alabama EMA, FEMA, and REP counties to ensure REP exercise readiness; ensures exercises are conducted according to applicable state and federal requirements.

- Attends training to advance education in emergency management; coordinates with responders to determine training needs; coordinates needed training; ensures responders with REP responsibilities are trained to meet REP requirements.
- Works with EMA Director to determine county mitigation needs; assists in the completion of mitigation grant applications; completes quarterly mitigation grant reports.
- Develops and maintains plans, standard operating guides, and checklists; coordinates with local, state, and federal partners to ensure plans are workable; maintains a list of available resources; ensures plans and procedures are in compliance with local, state, and federal requirements and guidelines.
- Oversees the safety program in accordance with county risk services.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of emergency management principles and practices.
- Knowledge of budget management principles.
- Knowledge of grant management principles.
- Knowledge of relevant federal, state and local regulations.
- Knowledge of computer and job-related software programs.
- Skill in planning, organizing, analyzing, decision making, and problem solving.
- Skill in exercising judgement, decisiveness, and creativity in situations involving evaluation of information against measurable or verifiable criteria.
- Skill in the interpretation of instructions, rules, policies, procedures, codes, and regulations.
- Skill in public relations.
- Skill in interpersonal relations.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The EMA Director assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include local, state and federal laws; federal and state plans and guidance documents; federal funding requirements; and department policies and procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied administrative and emergency management duties. The necessity of responding to complex emergency and disaster situations contributes to the complexity of the position.
- The purpose of this position is to assist in coordinating the county's emergency management operations. Successful performance contributes to the efficient and effective government response to disasters.

CONTACTS

- Contacts are typically with department personnel, other county employees, representatives of emergency response agencies, representatives of other government agencies, and members of the general public.
- Contacts are typically to give or exchange information, resolve problems, provide services, and motivate persons.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, bending, crouching, or stooping. The employee frequently lifts light and occasionally heavy objects and distinguishes between shades of color.
- The work is typically performed in an office and outdoors, occasionally in cold or inclement weather. Work requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to a high school diploma.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.

- Possession of or ability to readily obtain a valid driver's license issued by the State of Alabama for the type of vehicle or equipment operated.
- Certification in the operation of radiological equipment.
- Certification in the National Incident Management System.