

Assistant EMA Director

Nature of Work

This is very responsible work assisting with directing and coordinating all emergency management and homeland security activities for _____ County. The incumbent is responsible for assisting with the coordination of activities of emergency response agencies and maintaining a state of readiness to adequately respond to emergencies occurring within their jurisdiction. Additional responsibilities include assisting with the daily operations of the office of Emergency Management, answering emergency calls, and directing activities in the Emergency Operations Center when required. The position requires a strong knowledge of public emergency regulations and procedures promulgated by the Stafford Act, SARA Title III, OSHA 1910, TEMA and FEMA and educational programs pertaining to public safety awareness. The incumbent also assists with supervising EMA volunteers and is expected to respond to all public emergencies. Job performance is evaluated by the Emergency Management Director through review of the state of emergency preparedness, coordination with county directors, local officials, and emergency response agencies, and safety education programs presented to the public. Job activities are also regularly reviewed by TEMA and FEMA.

Illustrative Examples of Work

- Assists with developing and maintaining an Emergency Operations Plan in coordination with various city and county agencies to effectively maintain a state of readiness for public emergencies.
- Assists with evaluating the capacity of local emergency response agencies and local government to respond to various public emergencies and making recommendations for capital expenditures and/or emergency response services.
- Ensures compliance with the National Incident Management System (NIMS) including the submission of all required reports.
- Assists with supervising the activities of regional emergency response agencies and volunteers working for the office of Emergency Management.
- Assists with coordinating the daily operations of the office of Emergency Management.
- Assists with coordinating the Local Emergency Planning committee meetings.
- Assists with the development of protocols for the Hazardous Operations Team.
- Responds to all public emergencies occurring in _____ County and/or local municipalities on a 24/7 basis.
- Assists with providing safety-training programs for local agencies and organizations.
- Assists with maintaining the county Emergency Operation Center as well as activities of the EOC during emergencies.
- Disseminates safety awareness and emergency response information to the public, schools, etc.

- Interacts and maintains effective relationships with local officials to determine emergency response priorities and coordinate the activities of emergency response agencies.
- Maintains data and related documentation pertaining to emergency response activities and prepares periodic reports when required.
- Attends workshops and other safety education programs to obtain current emergency response information and interact with state and regional emergency response officials.
- Assists with ensuring departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; ensuring adherence to established safety procedures; monitoring work environments and use of safety equipment to ensure safety of employees and other individuals and initiating any actions necessary to correct deviations or violations.
- Assists with planning, coordinating and directing activities associated with mitigation, preparation for, response to, and recovery from any disaster or emergency affecting the health, safety and welfare of our citizens, including natural disasters, flooding, water accidents, airplane crashes, train wrecks, major transportation accidents, major fires, tornados, earthquakes, Chemical Biological, Nuclear, or Explosive (CBRNE),civil uprisings, lost person searches, homeland security or other situations.
- Assists with coordinating and communicating with various public safety agencies, community organizations, officials, and the public; acts as a liaison with federal, state and local agencies; maintains continuous and frequent communications with fire agencies, law enforcement agencies, hospitals, and ambulance services for liaison and interpretation of emergency management responses and communications; advises, communicates with, and/or disseminates information to county officials, staff members, the media, outside agencies, community organizations, business and industry leaders, the general public, or others as appropriate for resolving problems, exchanging information and coordinating work activities.
- Assists with researching and applying for appropriate grant funding for emergency management.
- Assists with assuming responsibility for grants including requests, specifications, bids, purchases, distribution, training, tracking and audits.
- Assists with the preparation, implementation and monitoring the departmental budget and ensures compliance with budgetary goals and objectives.
- Assists with the coordination of the use and procurement of computer and peripheral hardware, GIS mapping technology, network operations, crisis information management software, emergency operation databases and other technology resource in conjunction with county technology personnel in order to effectively deploy such tools as needed in the fulfillment of departmental objectives.
- Attends various meetings, serves on committees and presentations as needed.
- Maintains a comprehensive, current knowledge of laws, regulations, and guidelines pertaining to emergency management programs and homeland security; maintains an awareness of new practices, equipment, trends, and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

- Assists with ensuring compliance with applicable laws and regulations including the Stafford Act, SARA Title III, OSHA 1910, and TCA laws pertaining to Emergency Management activities.
- Maintains certifications and training as required in the performance of the duties and responsibilities of the office and acquires additional training as offered by TEMA, Homeland Security or other entities.
- Performs related duties as required.

Necessary Requirements of Work

High School Diploma or GED; supplemented by at least 2 years previous experience in related field and/or training that includes progressively responsible emergency operations, disaster planning, public safety, hazardous materials operations, personnel management and public relations; or any of the equivalent combination of education, training, and experience which provides the requisite knowledge skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license. Must have successfully completed FEMA's Emergency Management Institute's Professional Development Series training and the National Incident Management System (NIMS) training to include IS100, IS200, IS700, and IS800. Must continue to seek and successfully pass all state or federally mandated training pertaining to position.

- Thorough knowledge of the Emergency Operations Plan including all established emergency response procedures and protocols.
- Thorough knowledge of the National Incident Management System including all operational procedures and reporting requirements.
- Thorough knowledge of public emergency response procedures and regulations as established by FEMA, and TEMA.
- Thorough knowledge of federal and state laws and regulations including the Stafford Act, SARA Title III, OSHA 1910, and applicable TCA statutes.
- Thorough knowledge of local emergency response agencies and providers and their existing capacity to respond to public emergencies.
- Thorough knowledge of emergency response and safety education programs and materials available for dissemination to the public.
- Thorough knowledge of local and regional infrastructure including rail lines, pipelines, utility corridors, and public utility infrastructure.
- Thorough knowledge of grant application techniques and methods including available funding entities, grant requirements, timelines for submission, etc.
- Thorough knowledge of budgeting techniques and practices including the development of goals and objectives, required internal controls, etc.
- Considerable knowledge of _____ County and local municipalities' governmental offices and related functions.
- Ability to coordinate the activities of local governmental and volunteer emergency response agencies to effectively respond to public emergencies.
- Ability to interact effectively with local, state, and regional emergency response officials.

- Ability to assist with the submission of competitive grant applications and effectively monitor the expenditure of grant funds.
- Ability to assist with the development, implementation and monitoring of annual operational budgets.
- Ability to develop and maintain detailed emergency response plans required to maintain an effective state of readiness for public emergencies.
- Ability to direct and coordinate the activities of support staff and volunteers in response to emergencies when necessary.
- Ability to conduct effective safety education and emergency response training to public agencies, schools, and other civic organizations.
- Ability to develop and maintain detailed reports, data, and other documentation in an organized and accessible manner.
- Ability to write clear and concise reports to document emergency response activities and articulate emergency response procedures.
- Ability to perform the physically demanding aspects of the job in a variety of weather conditions.
- Skill in the use of motor vehicles and emergency response equipment including personal safety devices, two-way radios, public address systems, etc.

Necessary Special Requirements

- Possession of a valid Tennessee Drivers license and the ability to be insured at standard vehicle liability rates.
- The incumbent is required to successfully complete all required TEMA and FEMA training programs.