

Giles County Government has an Immediate Opening for Director of Emergency Management

- This is an advanced professional and administrative position in the management of specially assigned programs or projects in the operation and/or planning of the Emergency Management Agency.
- Director Of Emergency Management will stay informed of activities or changes that could affect the likelihood of an emergency, as well as those, that could affect response efforts and details of plan implementation.
- He/She will prepare plans that outline operating procedures to be used in response to disasters or emergencies, such as hurricanes, nuclear accidents, and terrorist attacks, and in recovery from the events.
- Propose alteration of emergency response procedures based on regulatory changes, technological changes, or knowledge gained from outcomes of previous emergency situations.
- Develop and maintain liaisons with municipalities, county departments and similar entities to facilitate plan development, response effort coordination and exchanges of personnel and equipment.
- Will stay informed of federal, state, and local regulations affecting emergency plans and ensure that plans adhere to these regulations.
- Prepare emergency situation status reports that describe response and recovery efforts, needs and preliminary damage assessments.
- Design and administer emergency or disaster preparedness training course that teach people how to effectively respond to major emergencies and disasters.
- Inspect facilities and equipment, such as reports that describe response and recovery efforts, needs and preliminary damage assessments.
- consult with officials of local and area governments, schools, hospitals, and other institutions to determine their needs and capabilities in the event of a natural disaster or other emergency.
- Develop and perform tests and evaluations of emergency management plans in accordance with state and federal regulations.
- Attend meetings, conferences, and workshops related to emergency management to learn new information and to develop working relationships with other emergency management specialists.
- Collaborate with other officials to prepare and analyze damage assessments following disasters or emergencies.
- Develop instructional materials for the public and make presentations to citizens' groups to provide information on emergency plans and their implementation process.
- Train local groups in the preparation of long-term plans that are compatible with federal and state plans.

- Review emergency plans of individual organizations, such as medical facilities, to ensure their adequacy.
- Conduct surveys to determine the types of emergency-related needs to be addressed in disaster planning or provide technical support to others conducting such surveys.
- Study emergency plans used elsewhere to gather information for plant development.
- Apply for federal funding for emergency managements related needs and administer and report on the process of such grants.
- Develop and implement training procedures and strategies for radiological protection, detection, and decontamination.
- Inventory and distribute nuclear, biological, and chemical detection and contamination equipment providing instruction in its maintenance and use.
- Provide communities with assistance in applying for federal funding for emergency management facilities, radiological instrumentation, and other related items
- **PHYSICAL REQUIREMENTS:**
- This position can be physically demanding with heavy work requiring considerable static, explosive, dynamic and trunk strength and requiring the exertion of up to 80 pounds of force occasionally and up to 20 pounds of force frequently to move objects.
- Work requires considerable flexibility, mobility and speed of limb movement.
- Work requires considerable effort and stamina.
- Work requires both gross body equilibrium and coordination for balancing, bending stooping, kneeling and walking.
- Work requires arm/hand steadiness and manual and finger dexterity.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information in both quiet and noisy environments and determine the direction of sounds.
- Visual acuity is required for the inspection of small defects and/or small parts, use of measuring devices, operation of office equipment, determining the accuracy and thoroughness of work, color differentiation, and observing general surroundings
- The worker is subject to inside and outside environmental conditions, temperature extremes, noise, vibrations and slippery surfaces.

- **EDUCATIONAL REQUIREMENTS AND NECESSARY SPECIAL REQUIREMENTS:**

- Bachelors degree in **business or public administration, accounting, finance, emergency management, or public health** or Associates degree and at least 2 years experience in emergency management or possesses at least 4 years experience in an emergency management or related field, or is serving as director of a local emergency management agency.
- Possession of a valid Tennessee Driver's License and the ability to be insured at standard vehicle liability rates.
- Designation as a Certified Emergency Manager (CEM) from the International Association of Emergency Managers or Certified Emergency Management Professional (CEMP) from the Emergency Management Association of Tennessee preferred. - Must maintain a valid Emergency Medical Responder (EMR) license.
- TEMA has determined that the following course are the minimum basic requirements within 6months for a Local Emergency Management Director (LEMD): Principles of Emergency Management (24 hours), National Fire Academy Incident Command System (16 hours), FEMA NIMS Courses: IS700, IS800, ICS200, ICS300 and ICS400, initial response to Hazardous Materials Incidents Basic Concept (16 hours), Emergency Response to Terrorism - Basic Concept (16 hours).
- EMAT recommends the following courses be completed for professional development within a year of assignments as an LEMD: FEMA Independent Study Courses: IS1, IS3, IS10, IS139, IS230, IS235, IS240, I 241, IS242, IS244, IS630, IS701, TEMA delivered courses, TEMA Hazardous Materials Operations Level (32 hours), Damage assessment (Impact Assessment/Windshield Survey) (4 hours) TEMA Radiological Monitor Training (8 hours), Managing Search Operations (40 hours).