

## **Calhoun County EMA**

### **Job Description**

#### **EMERGENCY MANAGEMENT OFFICER-I (EMO-I)**

##### **Definition**

The Emergency Management Officer-I plays a crucial role in supporting the operations and plans of the Calhoun County Emergency Management Agency (EMA). The position involves coordinating preparedness, mitigation, response, and recovery activities under the county's Emergency Operations Plan (EOP). The officer collaborates with various entities, including government agencies, municipalities, and non-governmental organizations, ensuring interoperability among emergency management programs. Strong teamwork skills are essential, and the officer works with considerable independent judgment.

##### **Examples of Work Performed**

###### **Emergency Response and Recovery:**

- Serve as a liaison officer at emergency incident command posts.
- Collaborate with officials for damage assessments after disasters.
- Conduct surveys to identify emergency-related needs and provide technical support.

###### **Coordination and Planning:**

- Coordinate disaster response activities and implement functional needs plans.
- Design and administer emergency preparedness training courses.
- Develop and maintain liaisons with various entities for plan development.

###### **Plan Development and Maintenance:**

- Develop, revise, and evaluate emergency management plans.
- Propose alterations to emergency response procedures based on changes.
- Plan and coordinate maintenance of the county Emergency Operating Center.

###### **Community Outreach and Education:**

- Develop and implement plans and strategies for CBRNE protection.
- Train local groups in long-term planning compatible with federal and state plans.
- Coordinate with media, businesses, and public agencies for public information programs.

###### **Administrative and Financial Management:**

- Manage administrative and financial matters as a primary functional manager.
- Apply for federal and state funding; perform administrative tasks for grants.

- Attend meetings and conferences related to emergency management.

Other duties as assigned.

### **Knowledge and Skills:**

- Knowledge in Public Safety and Security, Law and Government, Administration and Management, English Language, Education and Training, Communications and Media, Customer and Personal Service, Computers and Electronics, and Telecommunications.
- Skills include Service Orientation, Complex Problem Solving, Coordination, Critical Thinking, Speaking, Active Listening, Judgment and Decision Making, Reading Comprehension, Writing, and Instructing.

### **Abilities:**

- Deductive Reasoning, Oral Comprehension, Oral Expression, Problem Sensitivity, Speech Clarity, Speech Recognition, Written Comprehension, Written Expression, Inductive Reasoning, Fluency of Ideas.

### **Desired Work Styles**

- Dependability, Integrity, Stress Tolerance, Initiative, Leadership, Analytical Thinking, Self-Control, Cooperation, Adaptability/Flexibility, Persistence.

### **Education and Experience**

Candidates must meet the Alabama Association of Emergency Managers (AAEM) Basic Level Emergency Manager (BLEM) training requirements within six months of hire.

### **Candidates must possess:**

A) A four-year bachelor's degree or equivalent in emergency management-related fields.

Or,

B) At least two years of work experience in emergency management or a related field.

Or,

C) Any combination of education and work experience totaling four years.