

ETOWAH COUNTY COMMISSION

JOB DESCRIPTION

<u>JOB TITLE:</u> EMA Deputy Director/Operations	<u>FLSA CLASS:</u> Exempt
<u>DEPARTMENT:</u> Emergency Management Agency	<u>PAY GRADE:</u> Unclassified
<u>REPORTS TO:</u> ECEMA Director	<u>REVISION DATE:</u> 10/15/2025 Original

NOTE: Statements included in this description are intended to reflect the general duties and responsibilities of this job and are not intended to be all-inclusive. The employee may be assigned other duties that are not specifically included. Management retains the discretion to add or change the duties of this position at any time.

RELATIONSHIPS

Internal Contacts: ECEMA Director, EMA Planning Officer/PIO, Chief Administrative Officer, Deputy Administrator/CFO, Sheriff, County Engineer, and County Commission Staff.

External Contacts:

Volunteers—during response and recovery missions, may provide supervisory direction.

Local elected officials; local, state and federal law enforcement agencies; local fire department personnel (volunteer and paid-professional); local school officials; local healthcare officials; and other local emergency management agency personnel.

Alabama EMA Director and staff; North Alabama Mutual Assistance Association; Alabama Department of Environmental Management; Alabama Department of Homeland Security; Alabama National Guard; Federal EMA; and the National Weather Service.

Local and state news media; business and civic leaders; and the general public

SUMMARY

Under the administrative direction of the EMA Director, or Chief Administrative Officer (CAO) in the Director's absence, plans and administers county emergency operations. Develops plans to prevent, protect, mitigate, respond to, and recover from disasters as outlined in the five mission areas listed in the National Preparedness Frameworks.

In the absence of the EMA Director, the Deputy Director acts on behalf of the CAO and local chief elected officials to develop and maintain an adequate and effective emergency management organization.

The Deputy Director has the same basic function as the EMA Director. The primary focus of the Assistant Director is to serve in a tactical capacity to carry out EMA functions while the Director's focus is more on the strategic level. Duties specific to the Assistant Director include but are not limited to testing and maintaining the Etowah County Outdoor Warning System, testing and maintenance of emergency response equipment (i.e., generators, trailers, etc.), serves as secretary of the Local Emergency Planning Committee.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities of this position include, but are not limited to, the following. Other duties may be assigned.

Administrative

Assists Director in the following activities:

- Serves as Acting Director, under normal and emergency conditions, in the absence of the Director.
- Maintains an office responsible for the local emergency management program during non-emergency periods. Coordinates daily activities with local, state, and federal agencies.
- Represents local government at State EMA meetings in the absence of the Director
- Prepares and maintains current contacts for all responders and resources needed for disaster response.
- Performs administrative duties as needed or assigned including reception, referrals, mail services, etc.

Emergency Management Planning/Preparedness

Assists Director in the following activities:

- Serves as Acting Director, under normal and emergency conditions, in the absence of the Director.
- Assesses specific community requirements, state and federal plan requirements to develop and maintain county emergency plans; coordinates planning activities with chief executives, department heads, and volunteer agencies; Maintains Emergency Operations Plan and Operating Procedures; Develops mutual aid agreements with adjacent jurisdictions outside the county, including the North Alabama Mutual Assistance Association.
- Establishes and maintain an emergency warning system, and functional emergency public information system that applies to all hazards.
- Assists with maintaining the ECEMA Website, to include social media outlets.
- Implements training programs for emergency response personnel and general public.
- Conducts periodic exercises to test plans and procedures.

Response/Recovery

Assists Director in the following activities or in the absence of Director and as directed, the Assistant Director shall:

- Monitors emergencies for potential disaster development; Initiate Incident Management during emergency response, establishing a priority of Life Safety, Incident Stabilization, and Property Preservation.
- Serves as advisor to local elected officials regarding implementation of disaster response plans and emergency declarations.
- Manages Emergency Operations Center facility during disaster response.
- Implements public warnings as necessary; Disseminates weather alerts; Coordinates local disaster response including coordination with mass care agencies.
- Coordinates local recovery activities and requests for state/federal assistance for disaster recovery.
- Identifies deficiencies in response and recovery activities and recommends corrective action.
- Completes all required reports and correspondence.

Mitigation

Assists Director in the following activities:

- Conducts and maintains a Local Hazard Vulnerability Assessment
- Implements and updates the Natural Hazards Mitigation Plan including all required plan components.

- Prepares requests for payment/reimbursements;
- Participates in required meetings, public hearings, and coordinates with all affected local jurisdictions and with the State EMA.
- Implements and updates the Threat Hazard Identification Risk Analysis (THIRA).

Training and Public Relations

In the absence of the Director or as directed to do the following activities:

- Participates in professional development courses, seminars, workshops, and exercises conducted by local, state, and Federal EMA.
- Provides preparedness programs for civic groups, students, and emergency response agencies as requested.
- Serves as media spokesperson/PIO for the County in the absence of the Director, and as directed during emergency situations.

Clerical

Assists Director in the following activities:

- Performs general clerical duties, including but not limited to, reception, managing incoming and outgoing mail services, filing, supplies inventory, and correspondence;
- Reviews all invoices and ensures accuracy before submitting for payment.

Assistant Director:

- Maintains Tier II reports database for LEPC
- Maintains minutes and related records for LEPC

KNOWLEDGE, SKILLS AND ABILITIES (* may be acquired on the job)

To perform this job successfully, an individual must be able to perform above essential duties satisfactorily. The requirements listed below are representative of the knowledge, licensures/certifications, skills, and/or abilities required.

EDUCATION/EXPERIENCE

- Graduation from an accredited high school.
- Associate degree in studies of public safety, business, and/or emergency management, with the latter preferred.
- Two (2) years of experience in grant writing, public safety, and/or emergency management, with the latter preferred.

ADMINISTRATIVE and/or TECHNICAL SKILLS

- Must possess reading, writing, thinking, and math skills to assist with
 - Develop budgets and reimbursement requests,
 - Comprehend and maintain emergency plans and procedures,
 - Comprehend state and federal guidelines,
 - Accurately prepare reports and complete state and federal forms.
- Must have basic working knowledge of computers and programs including Windows, Word, Excel, PowerPoint, Publisher, etc.
- Maintain the filing system.
- Must be familiar with and know how to use social media platforms.

EMA KNOWLEDGE and CERTIFICATIONS

- *Must complete FEMA Professional Development Series Certification within six (6) months of employment, and
- *Must meet or exceed Alabama Association of Emergency Management (AEMA) Basic Certification Requirements within twelve (12) months of employment.
- Incumbent must continue to work toward Advanced Level Certification.
- *Knowledge of general emergency management procedures and requirements.
- *Knowledge of emergency operations, radiological monitoring, and Hazmat Operations--hazardous materials response procedures.
- Ability to test and coordinate maintenance of all Emergency Management equipment
- Must have knowledge of Hazmat Operations
- Must have current CPR certification.

OTHER SKILLS and ABILITIES

- Ability to remain calm and act quickly to solve problems, make decisions, and supervise paid and volunteer personnel in an emergency situation.
- Ability/willingness to work non-standard hours to provide 24-hour emergency management support to the local jurisdiction as necessary.
- Ability/willingness to wear appropriate attire in various emergency situations.
- Ability/willingness to travel to training sessions, meetings, and to support local jurisdictions, state and federal needs in response and recovery operations.

SAFETY-SENSITIVE

- This is a “safety-sensitive” position.
- Successful candidate must pass a pre-employment drug test and will be subject to random, unannounced drug testing throughout employment with the County in a “safety-sensitive” position.

PHYSICAL DEMANDS

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting moderately heavy items such as record boxes, supplies, disaster equipment. The work may require specific but common, physical characteristics and abilities such as above-average agility and dexterity.

WORK ENVIRONMENT

The work environment may involve high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions, e.g. working under extreme weather conditions, long periods of standing and/or walking, working events that may put the employee in situations subject to hazardous materials/chemical spills, physical attack or mob conditions, or similar situations where conditions cannot be controlled. The position requires working normal office hours, nights, weekends, holidays, etc. as well as primary on-call responsibilities as necessary.

DRIVER'S LICENSE

- Must have valid Alabama Driver's License—or receive same within six months of hire date if relocating from out of state--with a driving record that meets or exceeds requirements set by County policy and insurance.

RESIDENCY

- Must be a resident of Etowah County or willing to relocate within six (6) months of hire date.