

ETOWAH COUNTY COMMISSION

JOB DESCRIPTION

<u>JOB TITLE:</u>	EMA Planning/PIO Officer	<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, ECEMA Deputy Director, 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 FMA; and the National Weather Service.

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

SUMMARY:

Under the direction of the EMA Director, or Deputy Director in the Director's absence, will oversee and write the grant management request, expenditures, and documentation of the Etowah County FMA office; Will help to plan and administer county emergency operations; Develop plans to prevent, protect, mitigate, respond to, and recover from disasters as outlined in the five mission areas listed in the National Preparedness Frameworks.

The Planning/PIO Officer will participate in meetings and speak on behalf of the Director when needed with civic organizations and schools about the importance and fundamentals of Emergency Preparedness.

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 and Deputy Director in the following activities:

- Serves as Acting Director, under normal and emergency conditions, in the absence of the Director and Deputy Director.

- Maintains an office responsible for the local emergency management program during non-emergency periods. Coordinating daily activities with local, state, and federal agencies.
- Administrative duties as assigned including reception, referrals, mail services, etc.
- Represents local government at State EMA meetings in the absence of the Director and Deputy.
- Prepare and maintains current contacts for all responders and resources needed for disaster response.

Emergency Management Planning/Preparedness

Assists Director and Deputy Director in the following activities or in the absence of the Director, Deputy Director, and as directed, the Planning/PIO Officer shall:

- Serves as Acting Director, under normal and emergency conditions, in the absence of the Director and Deputy Director.
- Assesses specific community requirements, state and federal plans, and 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; Develop mutual aid agreements with adjacent jurisdictions outside the county, including the North Alabama Mutual Assistance Association and Voluntary Organizations Active in Disaster (VOAD).
- Assists in coordination with other agencies such as the Red Cross, DHR, in efforts to provide immediate relief in the form of shelter, food, and clothing.
- Implements training programs for emergency response personnel and the general public; Conduct periodic exercises to test plans and procedures.

Response/Recovery

Assists Director and Deputy Director in the following activities or in the absence of the Director and Deputy and as directed, the Planning/PIO Officer 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 the 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 recommendations for correction of deficiencies.
- Completes all required reports and correspondence.

Mitigation

Assists Director and Deputy Director in the following activities:

- Conducts and maintains a Local Hazard Vulnerability Assessment
- Updates and implement the Natural Hazards Mitigation Plan, including all required plan components; Preparation of requests for payment/reimbursements; Attend required meetings, public hearings, and coordination with all affected local jurisdictions and State EMA.
- Updates and implement the Threat Hazard Identification Risk Analysis (THIRA).

Training and Public Relations

In the absence of the Director and Deputy 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.

- Assists in developing and writing press releases; conducts press conferences in the absence of the Director and/or Deputy Director; Prepares and conducts briefings for local officials in the absence of the Director and/or Deputy Director.
- 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/or Deputy Director.

Clerical

Assists Director/Deputy Director in the following activities:

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

The Planning/PIO Officer:

- Implements the Emergency Management Program Grant (EMPG) process including application, execution, and submission of monthly and quarterly required documentation.
- Assists in the submission of applications for federal assistance in restoring destroyed or damaged eligible facilities.
- 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.
- Maintains current knowledge of federal, state, and local legislation, practices, and procedures associated with grants and emergencies.
- Assists in the coordination of search and rescue operations.
- Represents EMA by assisting with the local Voluntary Organizations Active in Disaster (VOAD) and Community Emergency Response Teams (CERT), and other Volunteer agencies.

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

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, 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, and math skills to
 - Develop budgets and reimbursement requests,
 - Comprehend and maintain emergency plans and procedures,
 - Comprehend state and federal guidelines,
 - Accurately complete reports including state and federal forms.
- Must have basic 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.

LICENSES and CERTIFICATIONS

- *Knowledge of general emergency management procedures and requirements.

- *Knowledge of federal, state, and local legislation, practices, and procedures associated with grants and emergencies.
- *Knowledge of emergency operations, radiological monitoring, and hazardous materials response procedures; Ability to test and coordinate maintenance of all Emergency Management equipment.
- *Must complete FEMA Professional Development Series Certification within one (1) year of hire date, and must meet or exceed Alabama Association of Emergency Management (AEMA) Basic Certification Requirements within eighteen (18) months of hire date; incumbent must continue to work toward Advanced Level Certification.
- *Must have current CPR certification.

OTHER SKILLS and ABILITIES

- Ability/willingness to travel to training sessions, and meetings, to support federal, state, and other local jurisdictions in response and recovery operations.
- Ability to remain calm and act quickly to solve problems, make decisions, and supervise paid and volunteer personnel in an emergency.
- 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 emergencies.

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's of moderately heavy items, such as record boxes, supplies, and 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. Working under extreme weather conditions, long periods of standing and/or walking, and working events; 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 (6) 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.