NOTICE
JOB DESCRIPTION

Job Title: Director

Department: Emergency Management Agency

Job Description Prepared: January, 2014

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

The Chilton County Commission is currently seeking candidates for the position of Emergency Management Agency Director. Qualified candidates should possess the following:

**General Requirements:**

- Applicant must be a resident of Chilton County or become a resident of Chilton County within one month of their hiring date.
- Applicant must possess a valid Alabama Drivers license.
- Applicant must have at least three years’ experience in Emergency Management or a related field.
- Applicant must have minimum, basic computer skills and be able to generate documents, presentations, and reports utilizing various programs and equipment.
**Education Requirements:** (Minimum Requirements)

- Applicant must possess at least an associate degree in Public Administration, Business Management or a related field.
- Applicant must possess a CLEM (Certified Local Emergency Management) certification.
- Applicant must possess at least a Hazardous Materials Technician certification from an approved training facility.

*(Excluding the requirement of Associates Degree, applicants not meeting the certifications requirements will be allowed one year from the date of hire to obtain necessary training.)*

**Additional Requirements:**

- Applicant must be a self-motivated individual who can carry on day-to-day operation of the department without direct supervision.
- Applicant must be able to form a plan of action when standard or recognized procedures are not resolving the situation.

**Job Duties:**

- Creating, as well as maintaining the established emergency preparedness program and plans according to state and federal regulations.
- Responding to emergency situations associated with natural emergencies or environmental emergencies that affect public safety and functioning within the Incident Command Structure. The EMA Director should possess the ability to assume command at any emergency incident within the county.
- Responds to, monitors and provides support or direction in the field at both major and minor events.
- Planning and implementing training programs for emergency responders and the general public.
- Maintaining contact with both state and local government officials and related organizations.
- Reports directly to the Chilton County Commission and attends Commission meetings as needed/requested.
- Preparing annual budgets and operating within those established budgets.
- Secure and manage grants to augment the Emergency Management Program.
- Prepares and delivers both oral and written communications associated with public presentations, incident or grant reporting, training or related field assignments.
- Be actively involved in the mitigation process of the county.
- Utilizing volunteers agencies and organizations to accomplish mutual goals.
- Have the ability to maintain facilities and equipment.
- Conduct emergency service exercises as required by state and federal regulations.

**Physical Demands:** Applicant must be physically able to work in high stress situations with long hours both indoors and outdoors in all types of weather conditions. The job requires standing, lifting, walking, carrying, and bending.
**Pre-Employment/Post-Offer Drug Screening:** Chilton County is committed to providing and maintaining a drug-free work environment. After receiving a conditional offer of employment, applicants are required to pass a drug test conducted at a test site designated by Chilton County.

**Pre-Employment/Post-Offer Medical Examination:** As a condition of employment after receiving a job offer for this position, applicants are required to pass a physical examination conducted by a licensed physician designated by Chilton County.

Chilton County offers Blue Cross Blue Shield of Alabama insurance, vision and dental insurance, retirement plan and paid vacation and sick time. Salary depending on experience.

*Chilton County, Alabama is an Equal Opportunity Employer. Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, disability or any other legally protected status.*