

Position: Emergency Management Agency Deputy Director

Location: Tuscaloosa County, AL

Work type: Non-Civil Service Regular Full-time

Residency Requirement: Must live within Tuscaloosa County, Alabama or be willing to relocate within 180 days.

Salary: \$44,651 - \$57,002 with benefits; including excellent family health insurance and state retirement.

PURPOSE OF POSITION

The purpose of this position is to assist the Director with the direction and management of the Emergency Management Agency including the development, maintenance and review of emergency plans, assisting in building collaboration and coordinating activities of local agencies having emergency management responsibilities. Assumes the duties of the Director in his/her absence.

ESSENTIAL FUNCTIONS

In addition to consistent and reliable attendance, the following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Assists in daily office functions as directed by the EMA Director and all other duties as assigned or required
- Prepares and maintains payroll records, reports and other documentation as required, or requested by the EMA Director
- Administers employee discipline when necessary and appropriate.
- Coordinates projects and grants as assigned; executes and oversees details and logistics of EMA projects, outreach programs, grants and training programs.
- Manages, reviews and updates the County All-Hazards Plan, emergency plans and procedures and mitigation plans.
- May oversee County Emergency Operations Center (EOC), when activated and appropriate at the discretion of the director; provides direction and guidance to EOC liaisons and oversees logistics.
- Assists the Director with collaboration of emergency management among EMA partners including participating in meetings; coordinates emergency planning efforts of local and governmental agencies.
- Coordinates EMA/LEPC exercises and participates with exercise design with departments and other agencies to assure compliance with County and State objectives.
- Coordinates hazardous materials spill mitigation via telephone or on-scene; assists with other emergency scenes as needed.
- Conducts EMA related lectures and education to first responders, public groups, schools and other organizations regarding emergency management.
- Facilitates communication between agencies, emergency response personnel, medical care facilities, schools and others regarding emergency planning and services.
- Facilitates updates for all social media platforms and activities at the direction of the EMA Director.
- Other duties as assigned

ADDITIONAL FUNCTIONS

- Assumes the duties of the Director in his/her absence.
- Requires the ability to perform mid to high level data analysis using Microsoft Office, Google Suite, and other financial software programs such as Quick Books.

MINIMUM QUALIFICATIONS

Bachelor's degree in emergency management, public relations, communications, emergency medical services administration, or acceptable related experience; or any equivalent combination of education and experience that provides the requisite knowledge, skills, and abilities for this job and is familiar with public safety. Requires a valid Alabama driver's license and passport.

Data Utilization:

- Requires the ability to perform mid to high level data analysis including the ability to evaluate, audit, deduce, assess, conclude and appraise.
- Requires discretion in determining and referencing such to established criteria to define consequences and develop alternative, review, classify, categorize, prioritize, and/or analyze data and/or information. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction:

- Demonstrates the ability to persuade, convince, and train others.
- Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations to apply principles of persuasion and/or influence.

Equipment, Machinery, Tools, and Materials Utilization:

- Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.
- Requires the ability to operate vehicles and EMA communication equipment.
- Requires the ability to operate or learn to operate a forklift.
- Requires the ability to operate or learn how to operate generators and other gas-powered equipment as directed.

Verbal Aptitude:

- Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude:

- Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions.

Functional Reasoning:

- Requires ability to apply principles of influence systems such as supervising, managing, leading, teaching, directing, planning, coordinating and controlling. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

Situational Reasoning:

- Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

Physical Ability:

- Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight. Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements:

- Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors:

- Tasks may risk exposure to temperature and noise extremes, toxic/poisonous agents, smoke or dust, vibrations and machinery.

Submittal Instructions:

- **Interested Applicants** can find and fill out the Employment Application on the internet at (www.tusco.com/job-openings/) or Tuscaloosa County Courthouse's Personnel Office. All interested applicants must be willing to reside in or relocate to Tuscaloosa County, AL within 180 days. When Complete Return to: 7400 Richard M Pierce PKWY Northport, AL 35473 (Attn: Director Nick Lolley nlolley@tuscco.com) by 12:00 PM January 15, 2021.