

Emergency Management Specialist

Work type: Regular Full-time (With Benefits)

Categories: Training, Exercises and Emergency Planning

Department/Organization: Tuscaloosa County Emergency Management Agency

Normal Work Schedule: Monday - Friday 8:00 a.m. to 5:00 p.m.

Job Summary:

Emergency Management Specialists are responsible for planning and implementing programs to mitigate, prepare for, respond to, and recover from emergencies and disasters. They work on developing operational capabilities to save lives and protect property. This role involves creating emergency preparedness plans and protocols, responding to incidents, and facilitating inter-agency collaboration. The specialists engage with various government levels, communicate with the media, and provide public training on emergency preparedness. Their work is based within the Tuscaloosa County Emergency Management Agency.

Typical Job Duties:

- Aids and supports the Emergency Management Director, Deputy Director, as well as other Emergency Management Specialists, and other duties as assigned, in order to ensure that there is seamless delivery of services.
- Develops Emergency Management Plans for preparation of emergencies or natural disasters and to aid in inter-agency collaboration (County, Cities, State, Federal) by researching current plans and procedures, communicating with other agencies, and documenting plan changes.
- Responsible for managing the training calendar, orchestrating community-wide exercises with a holistic approach to disaster response and recovery and adhering to the Homeland Security Exercise and Evaluation Program (HSEEP) standards.
- Conducts emergency training programs in Emergency Management Operations for personnel from various agencies and backgrounds (e.g., first responders and school personnel) in order to ensure agencies are current with preparedness.
- Crafts quarterly training and exercise reports and compiling training documentation for submission to Alabama EMA and HSEEP.
- Maintains readiness of Emergency Operations Center so it can be quickly activated and fully operational in the event of emergencies or disasters by monitoring warning systems, checking emergency systems and updating Emergency Management plans.
- Attends various meetings, conferences, and training sessions within and outside the County/State to stay abreast of the latest information.
- Formulates operation procedures outlined in response plans for disasters or emergencies, developing, maintaining, and evaluating disaster response plans specific to Tuscaloosa County.
- Assesses emergency planning for partner agencies and facilities.
- Oversees county-wide Everbridge mass communications.

Required Qualifications:**OPTION A:**

- Valid Driver's license.
- Bachelor's degree or higher from accredited college or university in Emergency Management or related field (e.g., Emergency/Disaster Management, Community/Regional Planning, Business Administration/Management, Fire Science, Fire Service Management, Emergency Medical Services, Criminal Justice, Public Administration).
- Can work outside of a regular work schedule, including overnight, weekends, and holidays as necessary.
- Available to be on-call for six months within the calendar year, occurring every other month.

OPTION B:

- Valid Driver's license.
- Coursework in Emergency Management related to an accredited academic degree or professional development through recognized/acceptable Emergency Management agencies or associations at the federal, state, and local levels (e.g., FEMA Emergency Management Institute or National Training and Education Division, International Association of Emergency Managers).
- Experience in public sector emergency management, private sector contingency planning/risk management, or military disaster preparedness operations, etc.
- Can work outside of a regular work schedule, including overnight, weekends, and holidays as necessary.
- Available to be on-call for six months within the calendar year, occurring every other month.

OPTION C:

- Valid Driver's license.
- Five or more years of professional and/or supervisory experience in a public safety field.
- Can work outside of a regular work schedule, including overnight, weekends, and holidays as necessary.
- Available to be on-call for six months within the calendar year, occurring every other month.

Preferred Qualifications:

Preferred Qualifications are examples of experience and education considered to be highly desirable by hiring agencies.

- Alabama Association of Emergency Managers (AAEM) Certification or equivalency from other states.
- International Association of Emergency Managers (IAEM) Certification.
- Military Emergency Management Certification or equivalent.
- Master's degree from accredited college or university in Emergency Management or related field (e.g., Emergency/Disaster Management, Community/Regional Planning, Business Administration/Management, Fire Science, Fire Service Management, Emergency Medical Services, Criminal Justice, Public Administration).

Required Skills and Knowledge:

- Must have exceptional written and verbal communication skills, including proofreading, editing, and formatting proficiency.
 - Proficient in Microsoft Word, Excel, PowerPoint, and relevant job-related applications.
 - Able to adapt and respond swiftly to rapidly changing emergencies and demonstrates flexible and efficient time management, with the capability to prioritize workload effectively.
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Work Environment:

Work is conducted both indoors in an office setting as well as during regular field visits to external places of business or emergency scenes. Work may require extended hours or days during the week and employees are occasionally on-call for emergency response and calls after-hours. May be exposed to severe weather conditions and stressful situations. Work involves the use of standard office equipment, such as computer, phone, copier, etc.

Physical Demands:

Job involves physical exertion required for sustained periods of light physical activity such as walking or standing. May involve occasional light lifting of items or objects weighing up to 25 lbs.

Disclaimer: This job description is not meant to be an all-inclusive list of the job duties, responsibilities, or skills and abilities required to do the job and may be changed at any time.