

COLBERT COUNTY

JOB DESCRIPTION

Job Title: EMA Specialist: Logistics, IT.

Department: Emergency Management Agency (EMA)

Job Description Prepared: November 2024

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.

	<u>Relationships</u>	<i>New Business</i>
Reports to:	EMA Director	
Subordinate Staff:	Volunteers	<i>9-0</i>
Other Internal Contacts:	State EMA Division Coordinator, 911 Coordinator, School, Hospital and Social Services Administrators; Police, Fire, Rescue and Public Works Departments; other Emergency Management Agencies; Local Industry; News Media; General Public	

Job Summary

Under the administrative direction of the EMA Director, develop county disaster plans. Keeps public informed of emergency management activities. Participates in various training programs to maintain professional proficiency. Coordinates resources to be used in times of disaster. Offers training programs to local groups and organizations. Prepares annual budget.

Job Domains

A. Planning

1. Develops county disaster plans for all contingencies and coordinates with State plans; keeps plans current.

2. Prepares plans for relocation of evacuees from high-risk areas in the county; coordinates plan with adjacent counties and municipalities.
3. Prepares and presents to state EMA reports showing planned program activities/accomplishments.
4. Prepares annual budget and submits for local, state and federal approval.
5. Aids local industry and business in developing plans for handling hazardous materials and disaster situations.
6. Plans and implements training programs for volunteer and emergency response personnel and for public.

B. Public Awareness

1. Use all available means to inform the public of the functions of the county emergency management agency.
2. Distributes booklets and pamphlets offering information to the public.
3. Speaks to civic groups, students, and emergency responders on importance of emergency preparedness.
4. Ensures that weather watches and warnings are communicated to the public.

C. Professional Development

1. Participates in professional development courses offered by the state and the federal EMA.
2. Attends and participates in seminars on planning, budgeting, workshops, and exercises conducted by state and federal EMA.
3. Reads and complies with all bulletins issued by the state and keeps abreast of news and information which pertains to emergency management.
4. Meets all county, state, and federal guidelines for education and/training to receive state and federal monies and or agree to get the training at the commissions allotted time. Training to receive and maintain will be CLEM (Certified Local Emergency Management) and ALEM (Advanced Level Emergency Management).

D. Coordination of Resources

1. Prepares and lists all available county personnel and other resources that can be used to cope with a disaster.
2. Coordinates resources of local response groups, medical, law, public works, volunteer fire and rescue, to be more effective in emergencies.

E. Training and Development

1. Coordinates training for groups who handle emergencies daily and volunteer groups.
2. Schedules individuals for training classes in hazardous material spillage and severe weather.
3. Works with hospitals, nursing homes, airports and mental facilities in development of emergency plans.
4. Assists schools in preparing plans and exercises.

F. EOC Operations

1. Prepares and staffs emergency operations center (EOC) in a disaster situation; advises officials of situation.
2. Tests and maintains all warning equipment in EOC; familiarizes operators with procedures.
3. Inventories, stores, and tests emergency equipment for proper operation in accordance with established schedule.
4. Maintains inventory of maps and charts for use by emergency operations personnel.
5. Secures and maintains adequate supply of administrative supplies for emergency operations.
6. Determines overall needs of the EMA department computer systems and network capabilities in support of all command-and-control functions, both internal and external to the operations.
7. Maintains IT Infrastructure, servers, switches, routers, and WI-FI access points.
8. Install upgrades and patches on personal computer operating systems
9. Performs or oversees regular maintenance operations to minimize down time for computer system.
10. Provides Hardware support (computers, notebooks, printers, etc.) provides email support for all operations.
11. Provides software support (OS applications, MS Office, Word, Excel, TEAMS etc.)
12. Establishes and maintains internet connectivity both primary and secondary.
13. Tests and assesses new technology and trains staff in software and equipment.
14. Writes procedures for and trains personnel on correct operation and use of equipment.
15. Coordinates with the EMA Director and staff on all matters relating to databases and network file system.
16. Assists with training for new web-based information and cloud-based systems and networks both internal and external (i.e., FEMA, Alabama Emergency Management Agency, and others).

17. Ensures all communications equipment (radios, radio integration equipment, towers; both fixed and mobile, cellular devices) and outdoor siren systems are fully functional.
18. Troubleshoots, installation, repairs, or arranges for repairs as needed for communications equipment to include radios, towers (fixed and mobile), repeaters (fixed and mobile), and outdoor Sirens.
19. Maintains and keeps up to date the Siren System software, hardware, and encoder equipment.
20. Maintains Radio Programming software and hardware for communications equipment. Maintains and supports RAVE, ATT First Net PPT, and Southern Linc databases and operations.
21. Coordinates with EMA Director on all matters relating to communication equipment, capabilities, services, and operations.
22. Provides logistical support for all EMA operations.
23. Requires regular and prompt attendance plus the ability to work well with others and work well as a team.
24. Performs other related duties as assigned.

Knowledge, Skills and Abilities

(*can be acquired on the job)

1. Communication skills to conduct various training courses and to communicate with the public in normal and emergency situations.
2. Math skills to create a budget and compute basic emergency response data.
3. Writing skills to develop and maintain emergency plans and procedures.
4. Reading skills to comprehend state and federal guidelines and charts and maps.
5. *Knowledge of general emergency management.
6. Knowledge of budget preparations.
7. Ability to solve problems, make decisions and supervise personnel in an emergency.
8. *Knowledge of shelter management procedures.
9. *Knowledge of radiological monitoring procedures.
10. *Knowledge of hazardous material procedures.
11. *Knowledge of procedures necessary for cities and counties to recoup damages from natural disasters.
12. *Knowledge of department and county policies, procedures, rules and regulations.
13. Ability to analyze situations and adopt quick, effective reasonable courses of action.
14. *Knowledge of potential effects of various disasters.

Other Characteristics

1. Possess or able to obtain within 30 days current Alabama driver's license.
2. Ability to travel to training sessions and to various facilities for inspections.
3. Ability to work non-standard hours to provide 24-hour coverage.
4. Possess a high school diploma or its equivalent and five to six years of relevant experience due to the required knowledge, skills, and abilities.
5. Two years (2) of experience in computer science and/or related field or bachelor's degree in computer science required.

Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions, e.g. working at great heights under extreme weather conditions, subject to physical attack or mob conditions, or similar situations where conditions cannot be controlled.

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. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

Approvals

_____	_____	_____
Name	Title	Date

_____	_____	_____
Name	Title	Date