

Job Title: EMA Specialist (Emergency Management)	Job Code:
Reports to: EMA Director/Deputy Director	FLSA Status: Exempt
Department: Emergency Management	

PURPOSE OF CLASSIFICATION

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

Principal Duties and Responsibilities (Essential Functions):**

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Duties include but are not limited to:

- Coordinates programs and activities associated with preparation for response to and recovery from natural or man-made disasters or emergencies affecting citizens' lives and properties.
- Assists with the preparation and dissemination of the annual work plan and the county's emergency operations plan and standard operating procedures for evacuation threats and disasters.
- Develops, reviews, revises, and updates program and plans to improve local government's ability to mitigate and respond to emergencies and disasters; discusses programs and plans with business and industry public agencies and community and disaster relief organizations to solicit and coordinate resources and responses.
- Assist with the coordination of exercises with local industries, hospitals, city, and county first responders, school system, and the news media.
- Responds to questions, concerns, and requests for information from elected officials, civic and professional organizations, the public, and other individuals regarding emergency management issues objectives and preparedness.
- Composes, prepares, reviews, submits and distributes a variety of forms requests records reports correspondence and other documents associated with daily responsibilities of the position; maintains files and administrative records.
- In the absence of the Emergency Management Director or Deputy Director, assumes operational control of emergency management response and recovery operations.

- Answers the telephone; provides information; takes and relays messages and directs calls to appropriate personnel; returns calls as necessary.
- Assist in grant applications and administration of grant programs relative to emergency management operations.
- Assists with damage assessment estimates; compiles and prepares information for various statistical and activity reports; submits reports to appropriate local state or federal agencies.
- Monitors weather and interprets weather-related information.
- Assists in the activation of warning systems and devices; alerts key public officials, government departments, weather services, private agencies, schools, volunteers, and others of impending emergencies or disasters.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Bachelor's degree in emergency management or related field preferred. One to two years professional related work experience preferred. An equivalent combination of education and experience may be considered.

QUALIFICATION REQUIREMENTS:

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 skill and/or ability necessary. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

ELIGIBILITY REQUIREMENTS:

Must be 18 years of age or older. No Felony or serious misdemeanor convictions. No serious traffic offenses within the previous 5 years

CERTIFICATES LICENSES REGISTRATIONS:

Possess and maintain a valid Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR). Completion of NIMS 100 200 300 400 700 and 800 preferred. Must obtain Georgia Certified Emergency Manager certification within 18 months. Must obtain Part 107 Certification (Drone Pilot).

KNOWLEDGE SKILLS AND ABILITIES:

Exceptional writing problem-solving and decision-making skills. Experience with Public speaking and performing outreach activities. Research planning and project management experience with emphasis on local emergency management practices. Ability to work well both independently and in a group setting with a proven ability to collaborate with diverse groups. Strong interpersonal communication skills with strong organizational and multi-tasking skills.

PERFORMANCE APTITUDES

Data Utilization:

Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction:

Requires the ability to function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization:

Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude:

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

Mathematical Aptitude:

Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning:

Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning:

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

ADA COMPLIANCE

Physical Ability:

Tasks require 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 (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements:

Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, taste, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors:

Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, violence, disease, or pathogenic substances.

** To comply with regulations by the American with Disabilities Act (ADA), the principal duties in job descriptions must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the manner in which they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job.