CRAIGHEAD COUNTY
JOB OPENING

OFFICE OF EMERGENCY MANAGEMENT

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<th>POSITIONS</th>
<th>Director of Office of Emergency Management</th>
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<td>DATE OPENED</td>
<td>7/18/2019</td>
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<tr>
<td>FILING DEADLINE</td>
<td>7/31/2019</td>
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<tr>
<td>SALARY</td>
<td>Based on experience</td>
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<tr>
<td>EMPLOYMENT TYPE</td>
<td>Full-Time</td>
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<tr>
<td>WORK LOCATION</td>
<td>Courthouse Annex 511 Union, Jonesboro, AR 72401, Rm 005</td>
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JOB DESCRIPTION

Craighead County is seeking applicants for the Director of Office of Emergency Management. The Director is responsible for the coordination of the development of community plans to respond to natural, technological, and man-made disasters and to provide assistance to emergency personnel in their response efforts.

DUTIES AND RESPONSIBILITIES

Responsible for advising the County Judge in the event of declaration of local disasters and for the County Hazard Analysis and Mitigation.

Develop and direct mapping, database, and record management. This includes development of procedures and the preparation of reports and correspondence.

Responsible for Bono Lake Dam inspections and certifications.

Assist Floodplain Manager with Floodplain Management.

Responsible for providing addresses to County citizens and management of the database. Ensure that address is entered in the MSAG system and is not located in the floodplain.

Coordinates a safety committee for County departments to ensure adequate staff training is provided for use of equipment and Department of Labor safety practices are followed by County departments and volunteer fire departments.

Assists in the preparation of ordinance requests for submission to the Quorum Court involving volunteer fire services or emergency management.

Maintains and updates inventory listings of materials and equipment required for emergency response services.
Compiles, reviews, and updates all emergency assistance resources lists in the County including private and public resources.

Continue to strengthen knowledge in emergency services by periodic attendance of workshops, seminars, and professional development/technical training courses.

Serves as the contact person for the County Judge’s Office with other County departments regarding revisions to Emergency Management policies and procedures to address specific emergency response situations.

Develops, maintains, and coordinates the Emergency Operating Plan which includes development of a Disaster Recovery Plan to include natural and man-made disaster relief and Civil Defense measures to ensure continuation of vital governmental functions, business operations and normal living conditions.

Plans, establishes, and coordinates a Local Emergency Planning Committee (LEPC) and maintains updated files and response information complying with SARA Title III requirements; conducts meetings as required.

Coordinates the utilization and activities of volunteer personnel (ham radio operators) designed to perform civil emergency communication duties.

Registers volunteers and ensures communications equipment is available for use for selected Radio Amateurs Civil Emergency Services (RACES) personnel to provide support with communications requirements during civil emergencies.

Coordinates work schedules and completion of Emergency Management projects with selected vendors; surveys, inspects and assesses completed building maintenance projects for quality of work and compliance with standards, conditions, and specifications.

Establish the planning process of developing advance arrangements and procedures which will enable an organization to respond to a disaster and resume critical business or service functions within a predetermined period of time, minimize the amount of loss, and repair, restore or replace the stricken facilities as soon as possible through the following:

Strategic Plan: A plan outlining decisions regarding resource allocation, priorities, and action steps necessary to reach the goals of the disaster recovery, emergency management or business continuity plan.

Emergency Operations Plan: A plan outlining the response an organization will have to a disaster or emergency. This may include procedures or criteria for opening an Emergency Operations Center, the deployment of assets to meet critical needs and the description and assurance of a coordinated response to emergency situations.

Mitigation Plan: The strategy and action steps to eliminate hazards or mitigate their effect if they cannot be eliminated.

Identify deficiencies in the electronic systems hardware and software including computers, radios, and other agency electronic systems, and administer service contracts to maintain such equipment. Prepare specifications for the purchase of electronic systems equipment.

Ensure Federal Communication Commission (FCC) licensing is up to date.
Establish County policies of Homeland Security that are appropriately aligned with National and State Homeland Security Policies.

Establish County policies for FEMA Incident Management System that is appropriately aligned with National and State Homeland Security Policies.

Periodically exercise the Emergency Response capabilities of the local government and private sector forces through reviews, testing, post incident reports, performance evaluations and exercises within jurisdiction’s resources (must conduct at least one (1) drill per year and participate in two exercises for a minimum of 3 exercises each year).

Designs and implements emergency management training exercises, involving agencies such as area hospitals, the Red Cross, Airport, etc.

Provides information regarding Emergency Management programs and duties to civic and neighborhood groups, schools, and City, State and Federal agencies; provides information to the news media regarding specific emergency situations.

Conducts public awareness campaigns, distributes literature regarding tornadoes, floods, earthquakes, fire prevention and safety, and develops programs such as Radio Amateur Civil Emergency Services (RACES), Severe Weather Spotters (SKYWARN), etc.

Establishes Crisis Relocation Centers through the American Red Cross for the safe evacuation and sheltering of residents during a disaster or impending disaster.

Responds to hazardous material incidents or natural disasters to assist responders as needed; coordinates with other emergency management offices when necessary. Reports findings to ADEM.

Responds to after-hours and weekend emergency calls as required.

Oversees the operation of the Emergency Operations Center during an emergency situation to ensure effective coordination of response efforts.

Designs, develops, and maintains a mobile command center to be placed at the scene of an emergency situation according to the approved emergency response plan.

Coordinates, investigates, and reports the assessment of damages caused by disasters for possible public and private assistance.

Coordinates grants writing, review and approved grant proposals that are submitted to various agencies for funding of specific projects. Responsible for Grant Management requests and expenditures documentation.

Administers federal grants promoting improvements for emergency response capabilities; purchases equipment, vehicles, etc.

Prepares and monitors federal grants for various programs; ensures that grant funded activities and expenditures comply with applicable local, state, and federal regulations and County policies and procedures.

Prepares bid specifications for Emergency Management projects; reviews bids and recommends
selection of vendors based on cost and compliance with specifications.

Solicits funding for equipment and training for emergency management issues through grants or other sources.

Submits financial requests for submission to the state emergency management agency to secure funding for supporting federal and state mandated emergency management projects.

Provides assistance with the preparation of the annual Emergency Management budget by compiling annual inventory and equipment costs and computing reimbursements from federal funds; participates in and helps with activities that comply with the state-local emergency management partnership agreement.

Plans, prepares, and justifies appropriate budget information for review and approval by County Judge and Quorum Court.

Serve as Fire Services Coordinator as prescribed under Act 1303 of 1993. Those duties would include the administration of Act 833 of 1991 funds that are distributed to nonmunicipal fire departments in Craighead County. Also, interact between the county fire association and the intergovernmental cooperation council to set funding percentages on a yearly basis. Assists volunteer fire departments in obtaining grant funds for firefighting equipment and presentation of training courses for volunteer firefighters.

Provide assistance to Arkansas State University for home football games at the stadium.

Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE
Knowledge of a specialized field (however acquired), such as basic accounting, computer, etc. Equivalent of four years in high school, plus night, trade extension, or correspondence school specialized training, equal to two years of college, plus 5 years related experience and/or training, and 2 years related management experience, or equivalent combination of education and experience.

Must possess a valid Arkansas Vehicle Driver’s License.

COMMUNICATION SKILLS
Ability to write reports, business correspondence, and policy/procedure manuals; Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Ability to read, analyze, and understand common scientific and technical journals, financial reports, and legal documents; Ability to respond to complex or difficult inquiries or complaints from customers, regulatory agencies, or members of the business community.

MATHEMATICAL SKILLS
Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane, algebra, solid geometry and trigonometry.
CRITICAL THINKING SKILLS
Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS
Certificates and Requirements within one year:
NIMS:
IS-100 – Introduction to ICS
IS-200 – Basic ICS
IS-700 – National Incident Management System
IS-800 – National Response Plan
G-300 – Intermediate Incident Command
G-400 – Advanced Incident Command
FEMA Professional Development Series:
IS-120.a – An Introduction to Exercises
IS-230.a – Principles/Fundamentals of Emergency Management
IS-235.a – Emergency Planning
IS-240.a – Leadership and Influence
IS-241.a – Decision Making and Problem Solving
IS-242.a – Effective Communication
IS-244.a – Developing Volunteer Resources

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS
Arkansas Certified Emergency Management preferred
Certified Flood Plain Manager preferred

SOFTWARE SKILLS REQUIRED
Intermediate: Presentation/PowerPoint, Spreadsheet, Word Processing/Typing
Basic: Alphanumeric Data Entry, Database

PHYSICAL ACTIVITIES
The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, low physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which are not as varied as those positions with high-level diversity and decision-making.

While performing the functions of this job, the employee is regularly required to use hands to finger, handle, or feel; talk or hear; frequently required to sit, reach with hands and arms; and occasionally required to stand, walk, climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds; regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.
**BENEFITS**

Employment with Craighead County includes “core” health insurance for the employee with the option to “buy up” to include dependents. You can also elect to enroll in dental coverage, vision benefits and flexible spending account but will be responsible to pay the full premium for these benefits. Employees receive a $10,000 life insurance policy through USABLE. The County uses APERS for its pension plan with the employee contributing a mandatory 5% and the County contributing 15.32%. Paid time off is accrued at .025 hours per hours paid for vacation and personal time. Vacation time can be taken after the 1st year of service. There are approximately 11 paid holidays per year.

**FURTHER INSTRUCTIONS**

We have multiple ways to apply. Resumes may be sent via fax to (870) 933-4504 Attention: HR with the subject Director of OEM or by emailed to hr@craigheadcounty.org with the subject Director of OEM by the close of business on July 31, 2019. Resumes can also be mailed to Craighead County Judge’s Office, Human Resources, 511 Union Street, Suite 119, Jonesboro, AR 72401. Please make sure you reference Director of OEM in your cover letter.

This open position is posted on website. [www.craigheadcounty.org](http://www.craigheadcounty.org)

As an equal opportunity employer, Craighead County is committed to recruiting, retaining, and promoting employees who are reflective of the County’s diversity.

We thank our Veterans for their service to our country and encourage them to apply.

Bilingual applicants are also encouraged to apply.
GENERAL DESCRIPTION OF POSITION
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ESSENTIAL DUTIES AND RESPONSIBILITIES
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PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS
Arkansas Certified Emergency Management preferred
Certified Flood Plain Manager preferred

SOFTWARE SKILLS REQUIRED
Intermediate: Presentation/PowerPoint, Spreadsheet, Word Processing/Typing
Basic: Alphanumeric Data Entry, Database

INITIATIVE AND INGENUITY
SUPERVISION RECEIVED
Under administrative direction, setting up own standard of performance. Virtually self-supervising.
Reports to senior management of the organization.

PLANNING
Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the work operations of a group of employees, all performing basically the same type of work.

DECISION MAKING
Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance, either of which would affect the work operations of small organizational component and the organization's clientele.

MENTAL DEMAND
Intense mental demand. Operations requiring sustained directed thinking to analyze, solve, or plan highly variable, administrative, professional, or technical tasks involving complex problems or mechanisms.

ANALYTICAL ABILITY / PROBLEM SOLVING
Moderately directed. Activities covered by wide-ranging policies and courses of action, and generally directed as to execution and review. High order of analytical, interpretative, and/or constructive thinking in varied situations.

RESPONSIBILITY FOR WORK OF OTHERS
Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

Assigns and checks work; assists and instructs as required, but performs same work as those supervised, or closely related work, most of the time. Content of the work supervised is of a non-
technical nature and does not vary in complexity to any great degree. Supervises the following
departments: Emergency Management

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT
Occasionally responsible for organization's property where carelessness, error, or misappropriation
would result in moderate damage or moderate monetary loss to the organization. The total value for
the above would range from $150,000 to $1,000,000.

ACCURACY
Probable errors would normally not be detected in succeeding operations and could possibly affect
organization-patron relationship, involve re-work, or additional expenditures in order to properly resolve
the error. The possibility of such errors would occur quite frequently in performance of the job. May
also cause inaccuracies or incomplete information that would be used in other segments of the
organization as a basis for making subsequent decisions, plans, or actions.

ACCOUNTABILITY

   FREEDOM TO ACT
   Moderately directed. Freedom to act is given by upper level management guided by general
   policies and objectives that are reviewed by top management.

   ANNUAL MONETARY IMPACT
   The amount of annual dollars generated based on the job's essential duties / responsibilities.
   Examples would include direct dollar generation, departmental budget, proper handling of
   organization funds, expense control, savings from new techniques or reduction in manpower.

   Very small. Job creates a monetary impact for the organization up to an annual level of $100,000.

   IMPACT ON END RESULTS
   Major impact. Job has a considerable impact on the organization's end results. A high level of
   accountability to generate, manage, and/or control funds within a department and/or total
   organization.

PUBLIC CONTACT
Regular contacts with patrons where the contacts are initiated by the employee. Involves both
furnishing and obtaining information and, also, attempting to influence the decisions of those persons
contacted. Contacts of considerable importance and of such nature, that failure to exercise proper
judgment may result in important tangible or intangible losses to the organization.

EMPLOYEE CONTACT
Contacts with other departments or offices and also frequently with individuals in middle level
positions; consulting on problems which necessitate judgment and tact in presentation to obtain
cooperation or approval of action to be taken. Also, important contacts with associates as required in
advanced supervisory jobs, plus frequent contact with senior level internal officials.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS
Regular use of complex machines and equipment (desktop/laptop computer and software, road and
production machines and equipment, driver’s license/cdl, etc.)

WORKING CONDITIONS
Outside working environment, wherein there are disagreeable working conditions part of the time.
ENVIRONMENTAL CONDITIONS
The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is frequently exposed to outdoor weather conditions; and the noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES
The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, low physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which are not as varied as those positions with high-level diversity and decision-making.

While performing the functions of this job, the employee is regularly required to use hands to finger, handle, or feel, talk or hear; frequently required to sit, reach with hands and arms; and occasionally required to stand, walk, climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds; regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION
Not indicated.