

CALHOUN COUNTY  
EMERGENCY MANAGEMENT COORDINATOR

JOB DESCRIPTION

Position Summary: This is an administrative position that requires technical and professional work. The EM Coordinator is responsible as the assistant to the EM Director for assisting in work of the EM program for Calhoun County. This person performs work of all various phases of the program, under the direction of the Emergency Management Director and the Board of County Commissioners. The Coordinator is responsible for assisting in the planning and operations work in coordinating and promotion a county-wide comprehensive emergency management program. In the event of the absence of the EM Director, the EM Coordinator assumes the role, duties and responsibilities of the EM Director.

Duties:

- Coordinates disaster response or crisis management activities, provides disaster preparedness training, and prepares emergency plans and procedures for all hazards.
- Serves as a liaison and conducts meetings with (in the absence of the EM Director) State, Federal and Local agencies for the coordination of developing emergency preparedness plans, policies and procedures.
- Attends meetings and workshops pertaining to emergency management to learn new data and to evolve working relationships with other emergency management specialists.
- Prepares reports of all activities as required by Local, State and Federal regulations and requirements and are expected to keep informed of Federal, State and Local regulations affecting emergency plans and insure that plans adhere to these regulations.
- Plans, coordinates and participates in emergency management drills and exercises to perform periodic testing of plans and procedures which have been established to minimize the effects of man-made, technological or natural disasters within the county.
- Renders support to State government in emergency management efforts.
- Assists in the coordination of all county, municipal, and private agencies during time of disasters.
- Responds to and provide on-scene assistance (in the absence of the EM Director), as needed to other response personnel.

- In the absence of the EM Director, provides guidance, technical assistance and recommendations to the Board of County Commissioners and staff in implementing Calhoun County Emergency Management efforts.
- Responsible for assisting in Emergency Management grant administration.
- This job requires sitting and or standing for long periods of time.
- Heavy lifting may be required in some emergency situations. (50+lbs)
- Must have valid drivers license
- Must be able to complete required training of IS-100,IS-200, IS-700, IS-800 and PDS series upon hire.
- Any other duties as assigned by the Emergency Management Director and/or Board of County Commissioners.