



Madison County Vacancy Announcement

Emergency Management Officer

Duties include:

This position performs work in administering a comprehensive emergency preparedness program for the citizens of Madison County, including preparedness, response, recovery, and mitigation from natural or technological hazards. This position is responsible for providing fire safety promotion and providing technical advice and assistance on fire service issues to county personnel, volunteer fire departments and citizens. This position is responsible for the administrative and supervisory work in planning, organizing, and directing the County's response to emergency situations. During times of disasters, this position assumes direct control of the response and recovery effort when declaration of a State of Emergency is made. This position will perform professional studies and planning activities pertaining to a countywide emergency preparedness program; recommend, develop, implement and provide oversight to current and long-range plans based on established goals and objectives; plan and implement emergency training programs; collect, analyze and draft reports about relevant issues; enforce elements of federal, state and local emergency planning requirements; provide technical services to municipalities, governmental agencies, county departments and private organizations; apply for grants, administer awarded projects, and prepare progress reports; attend public meetings as County representative; respond to all types of emergencies in Madison County; maintain a high level of communication and partnership with the State EM program; and serve as County liaison upon request. This position is subject to hazards in the emergency management work including working in both inside and outside environmental conditions, hazardous fumes, dusts, odors, mists, and gases. Work is performed under the general supervision of the Emergency Services Director, and is evaluated through conferences, reports, and implementation of the Emergency Operations Plan.

This position is exempt under the Fair Labor Standards Act.

Essential Functions:

- Serves as emergency management coordinator for the County; works with other county staff and with state, local, and volunteer agencies to develop plans for mitigation, response, and recovery of all types of man-made or natural disasters, including national security, nuclear plant, weather, hazardous materials spills, and others.
- In declared state of emergencies, assumes direct control of response and recovery efforts; staffs the emergency operations center along with representatives from other agencies.
- Plans, coordinates, and implements safety programs; ensures safety regulations are followed; prepares and maintains records and files; prepares reports.
- Inspects buildings, grounds, sidewalks, work sites, and work procedures for OSHA compliance and for any liability risks to the County.
- Administers property, auto, and general liability insurances; investigates accidents and claims made on insurance policies; recommends measures to stop reoccurrence; processes all forms for claims; prepares and maintains schedules, audits, and proposals for insurance; acts as a liaison to insurance vendors, employees, and public for claims and status.
- Conducts research on OSHA, DOT, EPA, and risk management practice and regulations; determines which regulations effect the County; develops policies and procedures to comply with regulations and limit the County's liability; audits safety and risk management policies and programs to ensure successful programs; communicates to Board and staff trends in safety and risk management.
- Conducts employee training on safety and loss control policies and hazards associated with their job.
- Maintains records for safety meetings and loss control inspections.
- Performs fire inspections and completes and maintains reports regarding fire inspection results.

Education and Experience:

Associate degree from an appropriately accredited institution and two years of experience in public safety communications, or an equivalent combination of education and experience. NC Emergency Management Certification Level II required or the ability to obtain such certifications within an acceptable time frame, determined by the County Manager. Must have knowledge of all aspects of public safety activity including fire/rescue, EMS, law enforcement, and two-way radio communications systems. Must possess a valid NC driver license.

Requirements:

Applicant must be willing to submit and pass a pre-employment drug/alcohol test as well as a criminal background check.

Physical Requirements:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. In compliance with ADA requirements, reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Additional physical requirements:

- Must be able to perform the physical life functions of climbing, stooping, kneeling, reaching, standing, walking, fingering, grasping, talking, hearing, and repetitive motions.
- Must be able to perform light work exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently and/or a negligible amount of force constantly to move objects.
- Must possess visual acuity to prepare and analyze data and figures and to perform extensive reading.

Knowledge, Skills, and Abilities:

- Extensive knowledge of telecommunications, public safety, emergency management, and related program regulations and guidelines.
- Thorough knowledge of federal, state, and local policies, procedures, and regulations pertaining to the various emergency management services and telecommunications involving law enforcement, fire, and emergency medical operations.
- Thorough knowledge of resources available for emergency management assistance.
- Considerable knowledge of modern emergency management planning, practices, and procedures, and skill in their implementation.
- Ability to use sound judgment and determine best options and decisions for handling emergency matters.
- Ability to maintain calm and work effectively under pressure, to coordinate and lead in times of disaster and crisis, and to implement emergency plans.
- Ability to interpret, explain, and apply a wide variety of policies, procedures, and regulations.
- Ability to prepare complex reports and make effective public presentations.
- Ability to react quickly, effectively, and professionally in emergency situations and major disasters.
- Ability to plan and organize work to meet deadlines and governmental requirements.
- Ability to establish and maintain effective working relationships with law enforcement agencies, volunteer fire services, emergency medical response, County officials, hospitals, schools, and the general public.
- Ability to motivate, train, and supervise employees.

Salary: \$35,575.06 - \$46,582.00, Dependent upon education and experience.

This position comes with a benefits package including participation in LGERS (a defined benefit retirement plan), paid health insurance, dental, eye and other supplemental insurances, as well as paid vacation, sick, and holiday time.

Where to Apply:

The position is open until filled. Submit a North Carolina State Application (PD107) with a cover letter to Madison County Human Resources. To obtain an application, visit [PD107-7.2022.pdf](#) (madisoncountync.gov) Applications will be accepted at the Madison County Human Resources Office, 107 Elizabeth Lane, Marshall, or mailed to Madison County Human Resources, PO Box 579, Marshall, NC 28753. Applications will also be accepted via email to hr@madisoncountync.gov.

Madison County Government is an Equal Opportunity Employer.