

EMA Specialist / Grants and Warning Coordinator
Butler County Emergency Management Agency
Closing Date/Time: December 12, 2016 – 4PM
Salary: Based on Experience / Education
County Pay Range: 4 - \$15.97 - \$22.36 per hr.
Status: Non-Exempt



SUMMARY

The EMA Specialist / Grants and Warning Coordinator responsibilities include: assisting in the development and implementation of the emergency management program, the Local Emergency Planning Committee (L.E.P.C.), and administering all state and federal grant programs for county and municipalities, especially the State Homeland Security Grant Program (SHSP), Emergency Management Performance Grant Program (EMPG), and Hazardous Material Emergency Preparedness (HMEP) Grants. These grants are vital for our special operations teams to equip and train personnel. This position supports all business functions of the office to include; budget development support; processes bill payments and purchase orders as needed, attends meetings and prepares minutes. This position also serves as the Warning Coordinator responsible for administering the County-wide Emergency Notification System (Communicator/Reverse 911), which provides rapid emergency telephone notifications to residents and businesses during an emergency. These alerts provide incident-specific information and potentially life-saving instructions to those in the affected geographic area(s). This system is also used in the dispatch and notification of the response teams and key groups and regional organizations in Butler County. Additionally this position is expected to handle Agency websites, social media accounts, and public information function (ESF-15).

Position Duties include:

Represents the EMA at meetings, seminars, workshops and other functions.

Oversee all grant management requests, expenditure documentation and inventory of equipment for local, state, and federal audits in cooperation with the Ohio EMA Grants Branch.

Oversee the review of the warning system and warning procedures and act as lead administrator for the system.

Assist in the development and management of an Emergency Operations Center, including staffing and internal emergency operating procedures by providing training to all response agencies in the County. Assists in formulating emergency management budget, policies and procedures related to the functioning of emergency services during emergencies.

Assists with implementation of the Local Emergency Management Committee (LEPC) in preparing and executing local government programs which involve the training and education of citizens and private organizations on hazmat preparedness, response, recovery, and mitigation.

Maintains SARA Title II reports and other files collected from private businesses required by state law.

Is the lead to ESF 15, External Affairs and Public information. Works in the Emergency Operations Center and can serve on the Butler County All Hazards Incident Management Team for external affairs.

Assists in maintaining a reference file of general emergency preparedness, emergency response, national security (attack preparedness/weapons of mass destruction), and similar emergency management publications as guidance documents.

Represents EMA by serving as the liaison between municipalities, county, state and federal agencies on Emergency Management matters.

QUALIFICATIONS

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 required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Knowledge of:

- Applicable Federal and State requirements regarding emergency preparedness programs and operations plans, as well as, professional standards for the emergency management industry
- The national incident management system (NIMS)
- Emergency preparedness and response practices and protocol
- County policies and procedures
- Applicable federal, state, and local laws, rules, regulations, codes, and/or statutes

Skill in:

- Establishing and maintaining effective relationships and collaboration with internal and external partners in order to carry out program objectives
- Analyzing needs, researching recommendations and evaluating effectiveness
- Preparing and developing specialized written documentation, procedures and policies
- Using computer hardware and software including word processing, spreadsheets, databases, email, etc.
- Have skills in website maintenance and be able to be trained on emergency notification systems currently utilized.
- Applying an acquired knowledge of office procedures and ORC 3750 and 5502

Ability to:

- Manage projects and multiple priorities simultaneously
- Ensure compliance with applicable federal, state, and local laws, rules, and regulations and statutory requirements including ORC 5502, 3750 and CFR 200
- Convey excellent oral and written communication
- Work effectively under stress
- Maintain confidentiality

SUPERVISORY RESPONSIBILITIES

Exercises supervision of volunteers, interns, and team members within area of responsibility.

MINIMUM QUALIFICATIONS

Completion of a Bachelor's degree in Emergency Management, Planning, Public or Business Administration, Communication or related field; and / or four (4) years of progressively responsible work experience in emergency preparedness, emergency management, or public safety field. Experience in incident management or grants/finance management will be considered.

TRAINING DEVELOPMENT REQUIRED AFTER EMPLOYMENT

Completion with first (2) years of hire, of FEMA Professional Development Series, Damage Assessment Course, Disaster Recovery Course, EOC Course, Hazardous Material Awareness Course & Incident Command System Course.

NIMS Training Courses:

IS 100, 200, 700, 800

ICS 300 & 400

G191

Encouraged to earn a Certified Emergency Manager (CEM)

Work Location

At the EMA Offices located at 315 High Street, Suite 670, Hamilton Ohio.

Work Hours

40 Hours per week Salary. Observe County holiday policy

PHYSICAL REQUIREMENTS – Unusual Work Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Requires travel; must provide own transportation (with proper training complete background check, a vehicle may be available); exposed to disaster sites, must be available for weekend & after normal hour duty, work will require absence from home for extended period of time during disaster & emergency, must be able to respond to disasters 24 hours a day, 7 days a week except on approved vacation times; exposed to dirt & debris; exposed to impacted areas (i.e., flood, hazardous material spills, blizzard, riot, tornado devastation) which may also be bio-hazard areas (e.g., tetanus, hepatitis).

Must be able to lift and carry (40) pounds.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess and maintain in good standing, a valid driver's license.

Successful candidate will be required to undergo a complete background check, drug test and driving record before employment.

**Send cover letter and resume by closing date to:
Butler County Emergency Management Agency
Attn: Director Haverkos
315 High Street / Suite 670 – Hamilton, Ohio 45011**