

Emergency Operations Center Manager/Deputy Director

Salary: \$35,500 - \$40,000

Job Description:

Responsible for the operations of EMA/ Fire activities and plans during normal work or after-hours emergency operations. Prepare and setup EOC during training and activation for emergency response. Maintain reports and track statuses on training schedules, inventory, EMA budgets, keep accurate files of equipment and supply request. Assist the EMA Director in all areas of inventory, budgets, public relations, seminars, training, exercises and office staff management as the Deputy Director. Must be able to lift up to 75 pounds, climb ladders up to 20 feet, operate emergency vehicles while towing trailers, ATVs and UTVs. Oversee the Adams County Safe Room and command post when activated as an Emergency Operation Center or Command Post. Be proficient with Microsoft word, Excel, PowerPoint, radio operations and computer software when conducting training classes. Be able to work extended hours, holidays, some weekends depending on emergency situations outside during adverse weather conditions. Attend overnight training seminars, conferences and maintain certifications in emergency management programs. Brief city and county elected officials on emergency operations during emergency preparedness meetings and declared disasters.

Additional Areas of interest:

Assist with Adams County Grand Gulf Radiological Emergency Preparedness Plan, serve as the Adams County EMA Deputy Director, and become a Mississippi Certified Emergency Manager within 4 years after employment.

Minimum Qualification:

Individual must be 25 years of age, pass a background check with no criminal history, pass a random drug test, valid driver's license and have a High School diploma. Individual must have taken ICS 100, 200, 700, and 800 FEMA classes. Must be able to work outdoors with no physical constraints.

Education/Experience Requirement:

Any combination equivalent to two or four (2 or 4) years of college education, or military experience and any years of experience in any operations. Must have some experience in leadership, communication skills, and personnel management. Have experience in working in a team or individual environment with little or no guidance. Have some knowledge in budget analysis and emergency equipment operations to include radios, generators, and emergency response vehicles.

Please provide a resume and fill out application at the Adams County Civil Defense Office 201 S Wall St. or Adams County Board of Supervisors Office 314 State, Natchez, MS 39121