NOTICE OF JOB OPENING FORM

Supervising elected official: County Judge Dodson

Fund Number: 3020
Department: OEM

Budget Line Item: 1289

Rate of pay: $53,132.73
Working hours: M-F 8-4:30 p.m./on call as needed.

Job Title: OEM Deputy Director

Job Description: Performs day to day administrative functions Office of Emergency Management

Essential job functions: Responds to emergency situations such as evacuations, search and rescues or national disasters or any other event as requested by the Director. Will be trained and refreshed in launching a CodeRed Emergency Alert Notification call.

Minimum requirements:

Education: High school, plus specialized schooling and/or on the job education in a specific skill area; clerical/administrative, equipment operation, etc.

Experience: 2 plus years related experience and/or training. Or equivalent combination of education and experience.

Skills and knowledge: Ability to use common sense understanding in order to carry out detailed written or oral instructions. Ability to deal with problems involving a few known variables in situations of a routine nature.
Other requirements: Successfully completed ICS courses 100,200,300,400,700, and 800. Or the ability to complete ICS courses.

Position posting date: 04/02/24  Position closing date: 04/16/24.

Signature of supervising elected official: ________________  Date: 04/02/2024  
OEM Deputy Director

Job Description

Exempt: No
Safety Sensitive: No
Department: OEM
Reports To: OEM Director
Location: Office of Emergency Management - Acklin Gap Road, Conway, AR

GENERAL DESCRIPTION OF POSITION
The incumbent performs day-to-day support functions of Office of Emergency Management.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Respond to emergency situations such as evacuations, search and rescues or national disasters or any other event as requested by the Director. Assist in damage assessment immediately following a national disaster. May include possible travel to damaged locations, completing flash reports and taking pictures.

2. Will be trained and refreshed in launching a CodeRed Emergency Alert Notification call. Must attend a full session webinar at least one time per calendar year.

3. Attend conferences and training courses as requested by the Director.

4. Assist in maintenance of all grants from the Department of Homeland Security. Grants including but not limited to: SHSGP, LETPA, and EMPG. Maintenance of grants will include filing, budgets, online inventory and submitting reimbursement invoices to ADEM. Attend required annual ADEM grants management workshop.

6. Maintain contracts for cleaning service and software maintenance.

7. Take work orders and sign orders from public.

8. General office duties such as filing, mailing, inventory, and order of office supplies. Keep check on office facilities for cleanliness and insure supplied. Keep department and training room calendar.

9. Assist as needed with 911 address verification letters.

10. Maintain department inventory.

11. Provide the Treasurer's office with annual grant money received for auditing.

12. Will complete ICS courses 100, 200, 700, 800, 300 and 400 (if not already completed).

13. Will assist schools, business and industry with tornado walkthroughs and general safety planning as requested. Will provide training to first responders if requested.


15. Will oversee Quarterly Fire Chiefs meetings to disseminate information and training to all fire chiefs in Faulkner County.

Perform any other related duties as required or assigned by the Director.

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.

PREFERRED QUALIFICATIONS

Successfully completed ICS courses 100, 200, 300, 400, 700, and 800.

Excellent customer service skills. Must work well in a team environment. Coordinate county interactions with FEMA and ADEM. Strong computer and accounting skills. Knowledge of spreadsheets and database files. Experience in developing and maintaining plans. Experience in federal grants. Experience in developing and monitoring grant
projects. Knowledge of grant and budget transactions. Ability to understand and correctly interpret written guidance and policy documents. The proven ability to communicate verbally and conduct public briefings/presentations.

The formal education equivalent of a bachelor's degree in public administration, business administration, emergency management, or a related field; plus four years of experience in program organization and administration. Additional requirements determined by the agency for recruiting purposes require review and approval by the hiring manager. OTHER JOB-RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS UPON APPROVAL OF THE COUNTY JUDGE.

EDUCATION AND EXPERIENCE
High school, plus specialized schooling and/or on the job education in a specific skill area; clerical/administrative, equipment operation, etc, plus 2 years related experience and/or training. Or equivalent combination of education and experience.

SUPERVISORY RESPONSIBILITIES
Carries out supervisory responsibilities in accordance with the organizations policies and applicable laws. Responsibilities includes supporting OEM director with interviewing and training employees; planning, assigning, and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

COMMUNICATION SKILLS
Ability to read and understand simple instructions, short correspondence, notes, letters and memos; Ability to write simple correspondence. Ability to read and understand documents such as policy manuals, safety rules, operating and maintenance instructions, and procedure manuals; Ability to write routine reports and correspondence. Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

CRITICAL THINKING SKILLS
Ability to use common sense understanding in order to carry out detailed written or oral instructions. Ability to deal with problems involving a few known variables in situations of a routine nature.

PLANNING
Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

ANALYTICAL ABILITY / PROBLEM SOLVING
Moderately structured. Fairly broad activities using moderately structured procedures with only generally guided supervision. Interpolation of learned things in somewhat varied situations.
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, etc.)

PUBLIC CONTACT
Regular contacts with patrons, either within the office or in the field. May also involve occasional self-initiated contacts to patrons. Lack of tact and judgment may result in a limited type of problem for the organization.

EMPLOYEE CONTACT
Contacts of considerable importance within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in normal course of performing duties. Requires tact in discussing problems and presenting data and making recommendations, but responsibility for action and decision reverts to others.

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.