



EMERGENCY MANAGEMENT

315 SW 5th Street Room 107, Lawton, OK 73501, 580-355-0535

Emergency Management Specialist (*Training & Exercise*)

Job Details

Salary

\$45,000-\$50,000 annually
Depending on Qualifications

Posted

September 29, 2023

Closing

October 27, 2023

Applications must be received with all documentation at the Comanche County Courthouse Commissioners Office Rm 303 by noon on Friday, October 27, 2023

The Emergency Management Specialist provides support for all emergency management activities for Comanche County-Lawton Emergency Management. The responsibilities include assisting with the daily operations of Emergency Management (EM) and supporting the Emergency Operations Center (EOC) when required. The Emergency Management Specialist collaborates with other emergency management personnel and local, state or federal officials to prepare for, respond to, or recover from disasters. Assists with disaster response or crisis management activities, provides preparedness training and prepares emergency plans and procedures for emergency events such as, but not limited to, hurricanes, floods, earthquakes, hazmat, and nuclear power plant emergencies. Job-related duties require strong organizational, interpersonal and decision-making skills. This job is considered "Safety Sensitive" for the purpose of holding a medical marijuana card and utilizing medical marijuana.

SUPERVISORY CONTROLS

Duties are performed under general supervision of the Emergency Management Deputy Director or Director. With objectives, assignments, and direction provided by supervisor, independently performs duties required to prepare for, respond to, or recover from disasters. Works as a team member and exercises initiative in carrying out recurring duties according to prescribed procedures and refers unusual problems to the supervisor for assistance.

Duties and Responsibilities

Training & Exercise Coordinator (50%)

- Works under the direct supervision of the Emergency Management Deputy Director.
- Assist in the development, implementation, coordination, delivery and evaluation of emergency preparedness trainings and exercises for both internal and external stakeholders.
- Coordinates training cycle, including seminars, drills, table-top, functional, and full-scale exercises following the Homeland Security Exercise and Evaluation Program (HSEEP) for Comanche County.
- Assist in the development, implementation, coordination, delivery and evaluation of planned large public gatherings.
- Ensures compliance with the National Incident Management System (NIMS) by cataloging all required training certifications by countywide first responders.
- Provide input to the After-Action Reviews (AAR) and identifies lessons learned for improvement to plans, training, exercises, and real emergency events.
- Establishes metrics and analysis systems to ensure that plan reviews and actions are completed in a timely manner.

Public Education & Outreach (20%)

- Develops, implements, and maintains an effective public education and outreach program.
- Assist in the development, implementation, and evaluation of programs, activities, and materials designed to enhance community preparedness and build resilience.
- Present or provide information or training to the community at-large on community preparedness and community resilience topics.
- Serve as an EM representative on working groups and planning committees.
- Provide administrative support for the Local Emergency Planning Committee (LEPC).
- Assists with coordinating and communicating with various public safety agencies, community organizations, officials, and the public; acts as a liaison with federal, state and local agencies; maintains continuous and frequent communications with fire agencies, law enforcement agencies, hospitals, and emergency medical services agencies for liaison and interpretation of emergency management responses and communications.

County Safety Program Coordinator (20%)

- Assists in the coordination of the county-wide occupational safety and health program.
- Assists with safety inspections and training classes related to occupational safety and health programs.
- Serves as consultant to county & city employees on safety related issues.

Additional Duties (10%)

- Staff the EOC when activated and perform duties as assigned during emergencies and planned events.
- Assists in writing grants, minutes, agendas, reports, and various other documents for the emergency management office.
- Coordinates with Incident Command, Elected Officials, and/or the Emergency Management Director, to develop incident-related press releases on an as needed basis.
- Maintains the Comanche County website and social media pages.
- Assist with developing, revising, and implementing various emergency management related plans, including the Emergency Operations Plan and Annexes, Hazard Mitigation Plan, and Continuity of Operations Plan, to ensure compliance with county, state and federal requirements.
- Assist in maintenance of FEMA Approved Hazard Mitigation Plan.
- Ensure operational readiness of the Emergency Operations Center (EOC) and associated systems and technologies (Emergency Notification Systems, WebEOC, and others.). Tests and inspects EOC equipment and notification systems for functionality and effectiveness.
- Provides support for mitigation, preparedness, response and recovery efforts to the EOC, Incident Commander, EOC Manager or other emergency response agencies.
- Attends workshops and other EM educational programs to obtain current emergency response information and interact with state and regional emergency response officials.

Qualifications

- Associates Degree in Business Administration, Public Administration, related field or any acceptable combination of education, training, and experience that provides the knowledge, abilities and skills may be substituted on a year for year basis.
- Four years of responsible program and administrative support experience that includes assisting with the administration of emergency management programs.
- Two to four years of direct experience in emergency management administration that includes intergovernmental relations and grant oversight.
- Knowledge of current Federal, State, and local laws, ordinances, regulations, established procedures, approved principles, practices, and organization of emergency management work.
- Work on a team or alone and be flexible to change tasks on short notice.
- Perform On-Call duties when scheduled and report to work within specified timeframe and work alternate shift schedules when necessary to meet the mission requirements, to include weekends and holidays.
- Maintain data and related documentation pertaining to emergency response activities and prepare periodic reports when required.

- Maintain effective relationships with local public safety officials and EM partners to determine emergency response priorities and coordinate activities.
- Deliver effective emergency management training to public agencies, schools, and other civic organizations.
- Develop and maintain detailed reports, data, and other documentation in an organized and accessible manner.

Certificates, Licenses, and Registrations

- Valid class “D” Oklahoma Driver’s License.
- Must have or complete National Incident Management System IS-100, IS-200, IS-700, and IS-800 within the first six months of employment.
- Must have or complete National Incident Management System IS-120.a, IS-230.d, IS-235.b, IS-393.a, IS-634, and IS-775 within the first year of employment.

Additional Requirements

- Applicant must be able to pass a background check and drug test.
- Applicant may be asked to take an MMPI (Minnesota Multiphasic Personality Inventory) to receive the job offer.
- Applicant must reside in Comanche County or be willing to relocate within 6 months of employment.
- Upon notification, emergency management personnel are expected to respond in a timely manner to critical emergencies and significant weather situations; this may include after-hours and weekend/holiday work. The Emergency Management Specialist will be included in an on-call office rotation for after-hours emergencies and notifications.
- Must be able to operate simple and complex computer systems (or must be able to learn complex computer systems).
- Must have familiarity with basic office software, such as Microsoft Office.
- Must perform any other duties as required.
- This job is considered “Safety Sensitive” for the purpose of holding a medical marijuana card and utilizing medical marijuana.

Benefit Information:

- Medical and Dental insurance provided
- Free \$20,000 life insurance policy
- Retirement plan
- 40 hours paid vacation every 6 months
- 8 hours sick pay every month
- Short Term Disability
- Long Term Disability
- Nationwide Plan
- Aflac

APPLICATION PROCESS:

Interested and qualified applicants may obtain a copy of the Employment Application and Job Description at the Comanche County-Lawton Emergency Management office or online @ <https://www.comanchecounty.us/jobs-1>

Submitting an application packet does not guarantee an interview. Applicants will be subjected to an extensive background check. Application & Resume should be submitted no later than noon on Friday, October 27, 2023 to:

Comanche County Courthouse Commissioners Office
315 SW 5th Street, Room 303, Lawton, Oklahoma 73501

We are an equal opportunity employer and consider all qualified applicants equally without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability status.