



FULTON COUNTY / JOB VACANCY 7/1/10
PERSONNEL DEPARTMENT (404-613-6700)
141 PRYOR STREET, SW, SUITE 3030, ATLANTA, GA 30303

COMPETITIVE JOB ANNOUNCEMENT 10-131

DIRECTOR, EMERGENCY MANAGEMENT AGENCY TITLE CODE: 606161

UNCLASSIFIED APPOINTED POSITION

SALARY RANGE: D63 - \$78,604 - \$119,478

(APPLICANTS WILL BE EMPLOYED AT A SALARY, WITHIN THE ABOVE RANGE, COMMENSURATE WITH THEIR EDUCATION AND EXPERIENCE)

QUALIFICATIONS:

BACHELOR'S DEGREE IN BUSINESS OR PUBLIC ADMINISTRATION, PUBLIC SAFETY, EMERGENCY MANAGEMENT, ALLIED OR PUBLIC HEALTH ADMINISTRATION, OR A RELATED FIELD (MASTER'S DEGREE IN ANY OF THE ABOVE DISCIPLINES IS PREFERRED) AND SIX (6) YEARS OF PROGRESSIVELY RESPONSIBLE EXPERIENCE MANAGING AN EMERGENCY MANAGEMENT OPERATION (INCLUDING EXPERIENCE DEVELOPING, IMPLEMENTING, AND MANAGING PROGRAM ACTIVITIES AND PROVIDING RESOURCE AND INCIDENT/CRISIS MANAGEMENT COORDINATION), INCLUDING THREE (3) YEARS OF SUPERVISORY EXPERIENCE; OR A YEAR FOR YEAR INTERCHANGE OF INDICATED EDUCATION AND EXPERIENCE EQUAL TO THE MINIMUM QUALIFICATIONS.

LICENSING REQUIREMENTS:

Valid State of Georgia Driver's License or proof of mobility equivalent may be requested. *Certification as a Georgia Certified Emergency Manager (GaCEM) issued through the Georgia Emergency Management Agency (GEMA) is preferred (to be obtained within six (6) months of employment).*

Examination:

APPLICATION MUST DOCUMENT THAT THE APPLICANT POSSESSES THE MINIMUM KNOWLEDGE, SKILLS, EDUCATION AND EXPERIENCE AS LISTED. IF SELECTED, AN OFFICIAL, ACCREDITED COLLEGE TRANSCRIPT IS REQUIRED, AT TIME OF EMPLOYMENT FOR ALL DEGREES/COURSE WORK USED TO QUALIFY FOR THIS POSITION.

TO APPLY:

ONLINE APPLICATION AVAILABLE AT THE COUNTY'S WEB PAGE: WWW.FULTONCOUNTYGA.GOV. COMPLETED FULTON COUNTY APPLICATION FORMS WILL BE ACCEPTED AT THE PERSONNEL DEPARTMENT (ADDRESS ABOVE).

CLOSING DATE:

AUGUST 1, 2010

IT IS THE POLICY OF FULTON COUNTY THAT THERE WILL BE EQUAL OPPORTUNITY FOR EVERY CITIZEN, EMPLOYEE AND APPLICANT, BASED UPON MERIT WITHOUT REGARD TO RACE, COLOR, RELIGION, NATIONAL ORIGIN, GENDER, AGE, DISABILITY OR SEXUAL ORIENTATION.

JOB SUMMARY/ DISTINGUISHING CHARACTERISTICS/ ESSENTIAL DUTIES/ KNOWLEDGE AND SKILLS:

Incumbent in this class performs duties related to administering the overall activities of the Atlanta-Fulton County Emergency Management Agency (AFCEMA). Responsibilities include coordinating resources from integrated response sectors before, during, and after an emergency or disaster; managing the spectrum of incident management actions; coordinating program planning with private sector and government agencies; and managing assigned staff.

This is a stand-alone classification which does not fit within a classification series. Incumbent reports directly to the County Manager and is responsible for coordinating all aspects of Fulton County Government's mitigation, preparedness, response, and recovery capabilities in the event of a local emergency or catastrophic disaster.

Administers the Atlanta-Fulton County Emergency Management Agency (AFCEMA), including coordinating resources from integrated response sectors before, during, and after an emergency or disaster and managing activities related to prevention, mitigation, preparedness, response, and recovery in the event of an incident. Manages assigned staff, including establishing workloads; prioritizing work assignments; evaluating employee performance; developing, interpreting, and enforcing policies and procedures; resolving staff issues; making hiring or termination decisions/recommendations; and administering disciplinary action as required. Coordinates all components of the County's emergency management system, including fire and police services, emergency medical programs, public works, volunteers and voluntary organizations, and other groups involved in emergency activities. Identifies, analyzes, and communicates the potential effects of hazards that threaten communities within the geographic boundaries of Fulton County. Coordinates emergency management planning processes with various private sector and governmental agencies. Develops, implements, and oversees emergency public awareness and education programs. Establishes and administers systems to alert officials and the general public in an emergency. Develops, administers, and oversees the preparation of assigned agency budget and monitors expenditures. Advises the County Manager and Board of Commissioners regarding emergency management activities, programs, operational issues, training, and initiatives. Prepares and presents monthly, quarterly, and/or annual reports on emergency management activities as required. Responds to issues and/or concerns regarding the Emergency Management Program.

Principles and practices of management and supervision; Office practices and procedures; Principles and practices of budget development and administration; Principles and practices of customer service; Principles and practices of strategic and program planning; Principles and practices of emergency management and homeland security; The National Response Plan (NRP), National Incident Management System (NIMS), Incident Command System (ICS), and National Preparedness Goal; Activities related to incident management (prevention, preparedness, response, recovery, mitigation); Methods and techniques used to analyze, identify, and distinguish various types of hazards and associated risk levels; Laws, rules and regulations governing emergency management activities; Methods and techniques used to develop emergency operations plans (EOP); Theories, principles, and practices of intergovernmental relations; Fulton County geography; Personal computers and related software.

Managing and supervising staff; Organizing and prioritizing work; Developing and managing budgets; Providing effective customer service; Resolving problems and making decisions regarding emergency management/disaster preparedness situations; Preparing and presenting oral and written communications/reports; Developing, implementing, interpreting, and enforcing rules, regulations, policies, and procedures; Managing and coordinating multiple projects simultaneously; Developing and implementing sound strategic initiatives and appropriate performance measurement tools; Managing emergency management operations; Creating and implementing emergency operations plans; Analyzing and identifying various types of hazards, community-specific risks, and necessary resources for incident management; Operating personal computers, including spreadsheet, database, word processing, presentation, and other related software; Establishing and maintaining effective working relationships with other County personnel, officials, and the general public; Communication and interpersonal techniques as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.