



VACANCY ANNOUNCEMENT

POSITION TITLE: EMERGENCY MANAGEMENT SPECIALIST

APPLY UNTIL: UNTIL FILLED

SALARY: \$42,767 - \$67,561

DETAILS: **JOB SUMMARY:** Assists in the planning, development, coordination and operation of the Chatham County Emergency Management Program and the County Emergency Operations Center (EOC). Coordinates and implements planning efforts for the county-wide emergency management program to include the development, operation and staffing of EOC Sections during disaster operations in compliance with the National Incident Management System (NIMS), Emergency Support Functions (ESFs) and the County Emergency Operations Plan (EOP) frameworks. Assists with management and operational readiness of the EOC and supporting infrastructure. Assist with training and exercise program elements as required testing planning efforts and CEMA operations. Interprets emergency management policies to public and private organizations. Liaisons with partners to ensure an efficient and effective preparedness and recovery effort. Performs related work as required.

MINIMUM QUALIFICATIONS: Bachelor's degree from an accredited college or university in Emergency Management, Homeland Security, Public Administration, or related field, supplemented by two (2) years experience in developing and authorizing emergency operations plans. Must be able to plan, coordinate and direct the work of multi-functional groups operating under stress. Must be able to format, coordinate, write test, exercise and evaluate contingency plans. Must be able to evaluate potentially hazardous situations and initiate appropriate emergency responses. Must possess effective knowledge of computer operations, management and administrative techniques as they apply to emergency operations. Possess knowledge of communications procedures, equipment and maintenance including radio systems, computer networks and internet-based EOC software. Possess effective oral, written and interpretive communications skills. Selected candidate is required to obtain the GA Certified Emergency Manager certificate within two years of employment and complete NIMS, EMAP and ICS training/certification as required. Possession of valid Georgia State Drivers License is also required.



General Info - Before You Apply

Chatham County Government is an equal opportunity/affirmative action employer. Female, minority, veteran and disabled applicants are encouraged to apply. Applications must accompany resumes. ID required for testing. Pre-employment drug screening, a physical examination and a criminal background investigation are required. **The consent form required to authorize these pre-employment procedures is included with the application packet and must be signed in the presence of a Notary Public.**

Applications are accepted only for positions currently under active recruitment. You should only apply for those jobs which match your education and experience, salary expectations and job interests.

A separate application is required for each position for which you apply. Your application must be fully completed, signed and dated when submitted. In addition, the application packet must include the completed and notarized consent form, the Equal Employment Opportunity Survey form and any other specifically requested information when submitted. Failure to include all information requested can result in the rejection of your application. Resumes are accepted only as a supplement to the application.

An application is available at <http://www.chathamcounty.org/Chatham/HumanResources/CCapp.PDF> or by visiting the Chatham County Human Resources Department Application Center, 124 Bull Street, Suite 110, Monday through Friday from 8:00 a.m. to 5:00 p.m. Applications are accepted only Monday through Wednesday from 8:30 a.m. to 4:00 p.m. If you live outside of Chatham County and are unable to visit the office during those hours, call (912) 652-7964 to request an application form be mailed to you.

Applications should be mailed to Chatham County Human Resources Department, Application Center, 124 Bull Street, Suite 110 Savannah, Georgia 31401. All applications must be postmarked by the closing date in order to be eligible. Length of time to fill a position will vary by position. If you are selected to continue in the selection process for a position, you will be contacted by telephone or mail.

PLEASE NOTE: Some positions require clerical and/or typing tests before submission of your application(s) to Chatham County. Your application will not be accepted or processed until all testing (if required) is successfully completed. The tests are administered on a first-come, reserved basis only; please call (912) 652-7964 for your testing accommodations.

Information about this job listing and other job vacancies with Chatham County can be found by visiting the Chatham County website at <http://www.chathamcounty.org/employment.asp>