

JOB POSTING

Emergency Management Agency Director
Full Time (37.5 hours) Position with Benefits

Job responsibilities include but are not limited to coordinating and assisting in the revision and update of the local emergency operations plan and field operating guides, maintaining a budget in accordance to county guidelines, and collecting initial disaster intelligence information to extract essential elements of information, and prioritize use of critical resources. The director should prepare and transmit situation reports to TEMA as directed by state procedures, assess the impact of major emergencies and initiate requests for declaration of emergency for the chief local elected official's (CLEO) signature, and serve as a focal point for damage assessment information and coordinate all relief activities through the CLEO and the regional and state emergency operations center.

Specific additional training through TEMA and FEMA will be required per TCA 58-2-127 to be completed within a 24 month period of starting the position.

Resumes should be brought to the Houston County Mayor's Office Monday-Friday 8:00-5:30 at 4725 E Main Street Erin, TN 37061 or emailed to hcexassist@peoplestel.net.

Job Closing Date is Friday February 23 rd at 2:00 p.m.

This institution is an equal opportunity provider and employer.

Insertion Date: February 13, 2024