

GENEVA COUNTY

APPLICATION FOR EMPLOYMENT

Mailing Address:
Attn: Personnel Department
Geneva County Commission Office
P O Box 430
Geneva, AL 36340

Applicants will receive consideration without discrimination because of race, religion, color, sex, age, nation origin or disability.

POSITION APPLIED FOR: EMA DIRECTOR

DATE: _____

NAME: _____ SOCIAL SECURITY NO: _____
Last First Middle

ADDRESS _____
No. Street City State Zip

Are you a U. S. Citizen? _____ Are you prevented from lawfully becoming employed in this country because of VISA or Immigration status? YES _____ NO _____

Driver License #: _____ regular _____ CDL: A ___ B ___ None _____

Phone # where you can be contacted: _____

EDUCATION	High School name & address	College Name & address	Graduate/Professional training
Number of Years Completed			
Diploma/degree & year (including GED if applicable)			

Describe special training, special skills, licenses and extra curricular activities that may qualify you for the position you are applying for.

Special Consideration

You may inform us if you have a disability requiring accommodation. State any additional information you feel would be helpful to us in considering your application.

START WITH YOUR PRESENT OR LAST JOB.
Include military service or volunteer work.
Exclude organizations which indicate race, religion, sex, or national origin.

Employment Experience

1. Present Employer	Dates employed From: To:	Job Title:
Employer's Address:		
Describe work performed:		
Supervisor's – Name	Address:	Phone number:
Reason for leaving:		
2. Employer	Dates employed From: To:	Job Title:
Employer's Address:		
Describe work performed:		
Supervisor's – Name	Address:	Phone number:
Reason for leaving:		
3. Employer	Dates employed From: To:	Job Title:
Employer's Address:		
Describe work performed:		
Supervisor's- Name	Address	Phone number:
Reason for leaving:		

4. Employer	Dates employed From: To:	Job Title:	
Employer's Address:			
Describe work performed:			
Supervisor's -Name	Address	Phone number:	
Reason for leaving:			

Personal References (Not former employers or relatives) who can attest to your character & job experience.

Name: _____

Name: _____

Phone# _____

Phone# _____

Address _____

Address _____

Name: _____

Phone# _____

Address _____

Geneva County is an Equal Opportunity Employer. The county does not discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state or federal law.

AUTHORIZATION AND RELEASE
(Please Read Carefully)

Geneva County is a drug free workplace. We do pre-employment and random drug testing of safety-sensitive position applicants and employees.

I understand that all appointments offered me will be contingent upon the results of a physical examination and pre-employment drug screen for a safety sensitive position. I am aware that willfully withholding information or making false statements on the application will be a basis for denial of a position prior to employment, or will be grounds for dismissal after appointment. I agree that this application and all other papers shall be confidential records for the Personnel Board subject to inspection by the appointing authority.

I understand that any information I give may be investigated as allowed by law. I give the County the right to investigate all references and to secure additional information about me, if job-related. I hereby release from liability the County and their representatives from seeking this information, and all other persons, corporations or organizations for furnishing such information.

I understand that just as I am free to resign at any time, the County reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of the County has the authority to make any assurances to the contrary.

I **certify** that to the best of my knowledge and belief, all of my statements on employment application and related employment papers are true, correct, and complete, and made in good faith.

A copy of this authorization shall be effective and valid as the original.

Signature (sign in dark ink)

Date signed

Submission Procedures: Mail, FAX or submit in person.

- 1. You may print this form before/after you complete and SIGN to be mailed to the Geneva County Commission, P O Bcx 430, Geneva, AL 36340.**
- 2. You may print, SIGN and fax application to 334-684-5613 in lieu of mailing.**
- 3. You may complete this form, sign and submit in person to the Personnel Department at the Courthouse.**

POSITION DESCRIPTION

Title: Director

Dept: Emergency Management Agency

Job Analysis Conducted:

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive.

RELATIONSHIPS

Reports to: Commission Chairman

Subordinate Staff: Emergency Assistant

Other Internal Contacts: County employees, department heads, commissioners

External Contacts: State Area Coordinator; School & Hospital Administrators; Police and Fire Departments, Local, State and Federal Government Agencies, Local Industry Leaders, News Media, General Public

SALARY

Without CLEM Certification - \$35,000.00

With CLEM Certification - \$47,000.00

(If not CLEM Certified, obtaining certification shall be a requirement of employment)

JOB SUMMARY

Develops County disaster plans. Keeps public informed of Emergency Management Agency actions. Participates in various training programs to maintain professional proficiency. Coordinates resources to be used in times of disaster. Offers training to various groups. Prepares annual budget. Submits monthly/weekly reports, seeks Emergency Management Grant opportunities, maintains all equipment associated with EMA operations, alerts and notifications.

JOB DOMAINS

A. Planning

1. Develops County disaster plans for all contingencies and coordinates with state plans. Keeps plans current.
2. Prepares plans for relocation of evacuees from high-risk area into county, coordinates plans with adjacent state, county and municipal governments.
3. Prepares and presents to State, EMA reports showing planned program activities/accomplishments.
4. Prepares annual budget and submits for local, state, and federal approval.
5. Aids local industry in developing plans for transporting and disposing of hazardous waste materials.
6. Plans and implements training programs for volunteer and emergency response personnel and for the general public.

B. Public Awareness

1. Informs public of functions/actions of County Emergency Management Agency.
2. Distributes booklets and pamphlets offering EMA information to public.
3. Speaks to civic groups, schools and emergency responders on importance of emergency preparedness.
4. Ensures that weather watch and warnings are received by the public.

C. Professional Development

1. Attends professional development courses offered by state and federal EMA.
2. Attends seminars on planning, budgeting, workshops and exercises conducted by state and federal EMA.
3. Reads and complies with all bulletins issued by the State and keeps abreast of news and information which pertains to Emergency Management.

D. Coordination of Resources

1. Prepares list of all available county personnel and natural resources that can be used to cope with a disaster.
2. Coordinates use of resources of local response groups, medical, law, public works, volunteer fire and rescue, to achieve effectiveness in an emergency situation.

E. Training and Development

1. Offers training to emergency groups (both professional and volunteer).
2. Schedules individuals for training classes in RADEF, hazardous material spillage and severe weather.

3. Works with hospitals, nursing homes and mental facilities in development of emergency plans.
4. Assists schools in preparing plans and exercises.

F. EOC Operations

1. Prepares and staffs Emergency Operations Center (EOC) in a disaster situation; advises local officials of situation as information becomes available.
2. Tests and maintains all communication equipment in EOC. Familiarizes operators with procedure. This will include running a weekly report on the sirens from the Encoder system and reporting any issues to S & P Communications also conducting a monthly test on the generator.
3. Inventories, stores, and tests emergency equipment for proper operation in accordance with established schedule.
4. Maintains inventory of maps and charts for use by emergency operations personnel.
5. Secures and maintains adequate supply of administrative supplies for EOC operations.
6. Complete and submit monthly expense report for the State EMA reimbursement.
7. Acts as the Chairman of the Safety Committee and plans and prepares for quarterly Safety meetings with Safety Committee.
8. Flood Plains Manager for the County. (If not currently certified will obtain certification).

Knowledge, Skills and Abilities

1. Verbal skills to conduct various training courses and to communicate with the general public in normal and emergency situations.
2. Math skills to prepare budgets and compute emergency data.
3. Writing skills to develop and maintain emergency plans and procedures.
4. Reading skills to comprehend state and federal guidelines.
5. Computer skills to perform necessary work and knowledge of Microsoft programs Word, Excel, and Power Point.
6. Social media skills to enhance communication with the public through Facebook, Instagram and/or Twitter.
7. Knowledge of general emergency management.
8. Knowledge of budget preparation for a business or organization.
9. Ability to read charts and maps.
10. Ability to solve problems, make decisions, and supervise personnel in an emergency situation.
11. *Knowledge of emergency shelter management procedures.
12. *Knowledge of radiological monitoring procedures.
13. *Knowledge of hazardous material procedures.
14. *Knowledge of procedures necessary for cities and counties to recoup damages from natural disasters.
15. *Knowledge of department and county policies, procedures, rules and regulations.

16. Ability to analyze situations and adopt quick, effective and reasonable courses of action.
 17. Knowledge of potential effects of various disasters.
- *If no prior knowledge, will be taught on the job.

Physical Characteristics

1. See well enough to read maps and instrument gauges, corrective lens acceptable.
2. Hear well enough to talk on telephone and two-way radio, hearing aids acceptable.
3. Speak well enough to address various organizations and conduct training for groups.
4. Body movement and mobility to demonstrate radiological equipment.
5. Strength and endurance to remain active for several days at a time in emergency situations with limited rest and or sleep.

Other Characteristics

1. Resident of Geneva County.
2. Possess a current driver's license.
3. Willingness to travel to training sessions and to various facilities for inspections.
4. Willingness to work non-standard hours to provide 24-hour coverage during emergency situation.
5. **A.** Two years of college level education (64 semester or 96 quarter hours). These hours do not have to be on a transcript, only applicable to a transcript at an accredited institution of higher education. **Proof of compliance:** Transcript or a degree path showing courses as requirements. A letter concerning any foreign school credits should be attached. **(and/or) B.** Three years of work experience in emergency response, emergency management, or qualified military service. **Proof of compliance:** A letter on official letterhead from the agency acknowledging your employment/involvement with the agency; or proper documentation from branch of the military stating service and or deployment assignments and the length of service.



KAY IVEY
GOVERNOR

STATE OF ALABAMA
EMERGENCY MANAGEMENT AGENCY

5898 COUNTY ROAD 41 • P.O. DRAWER 2160 • CLANTON, ALABAMA 35046-2160
(205) 280-2200 FAX # (205) 280-2495



BRIAN E. HASTINGS
DIRECTOR

February 5, 2019

Alabama Emergency Management Agency
Certified Local Emergency Manager (CLEM) Basic Information

In accordance with Act 2007-462, as passed by the Alabama legislature and signed into law by Governor Bob Riley, the following procedures are to be used in certifying local emergency management directors. Any individual not currently a local director that has been granted the CLEM certification prior to October 10, 2013 will now be deemed CLEM eligible. Persons with CLEM eligible designation will be considered CLEM certified when applying for state emergency management positions.

To be deemed CLEM eligible, see the attached memo of October 10, 2013.

The following list outlines the documentation required for validation:

1. Two years of college level education (64 semester or 96 quarter hours). These hours do not have to be on a transcript, only applicable to a transcript at an accredited institution of higher education. (Any person serving as a local emergency management director on the date of passage of this act shall be deemed to satisfy the college requirement providing he or she has a minimum of five years' work experience as a local emergency management director).
Proof of compliance: Transcript or a degree path showing courses as requirements. A letter concerning any foreign school credits should be attached.
2. Three years of work experience in emergency response, emergency management, or qualified military service.
Proof of compliance: A letter on official letterhead from the agency acknowledging your employment/involvement with the agency; or proper documentation from branch of the military stating service and or deployment assignments and the length of service.
3. Two hundred hours of course work in emergency management, as established by the Alabama Emergency Management Agency Director (See attachment A).
Proof of compliance: A copy of course certificates or transcript with courses listed.

Requirements are subject to change as determined by the governing board of the Alabama Local Government Training Institute established in Section 11-3-44, Code of Alabama 1975.

Signed,

Brian E. Hastings, Col.(Ret.), USAF
Director, Alabama Emergency Management Agency

ATTACHMENT A

Credit for the two hundred hours of coursework in emergency management can be accomplished by the completion of the following courses:

Course	Hours
IS-5.a: An Introduction to Hazardous Materials	10
IS-8.a: Building for the Earthquakes of Tomorrow: Complying with Executive Order 12699	10
IS-10.a: Animals in Disasters: Awareness and Preparedness	4
IS-26: Guide to Points of Distribution	4
IS-29: Public Information Officer Awareness	2
IS-30.b: Mitigation eGrants System for the Subgrant Applicant	3
IS-42: Social Media in Emergency Management	3
IS-75: Military Resources in Emergency Management	2
IS-100.c: Introduction to ICS	2
IS-120.c: An Introduction to Exercises	5
IS-200.b: ICS for Single Resource and Initial Action Incidents	3
IS-201: Forms Used for the Development of the Incident Action Plan	2
IS-230.d: Fundamentals of Emergency Management	6
IS-235.c: Emergency Planning	5
IS-240.b: Leadership and Influence	3
IS-241.b: Decision Making and Problem Solving	2
IS-242.b: Effective Communication	8
IS-244.b: Developing and Managing Volunteers	4
IS-288.a: The Role of Voluntary Agencies in Emergency Management	10
E/L/G0300: ICS-300 - Intermediate ICS	18
IS-317: Introduction to CERT	6
IS-324.a: Community Hurricane Preparedness	10
IS-362.a: Multi-Hazard Emergency Planning for Schools	3
IS-366.a: Planning for the Needs of Children in Disasters	6
IS-368: Including People with Disabilities & Others with Access & Functional Needs in Disaster Operations	2
IS-393.b: Intro to Hazard Mitigation	2
E/L/G0400: ICS-400 - Advanced ICS	14
IS-403: Introduction to Individual Assistance	1
IS-405: Overview of Mass Care/Emergency Assistance	1
IS-454: Fundamentals of Risk Management	2
IS-520: Introduction to Continuity of Operations Planning for Pandemic Influenza	1
IS-522: Exercising Continuity Plans for Pandemics	8
IS-552: The Public Works Role in Emergency Management	2
IS-559: Local Damage Assessment	2
IS-632: Introduction to Debris Operations	2
IS-633: Debris Management Plan Development	6

ATTACHMENT A

IS-634: Intro to Public Assistance	4
IS-662: Improving Preparedness and Resilience through Public-Private Partnerships	2
IS-700.b: NIMS, and Introduction	4
IS-772: IA PDA Orientation	1
IS-775: EOC Management and Operations	4
IS-800.c: National Response Framework, an Introduction	3
IS-907: Active Shooter: What You Can Do	1
IS-909: Community Preparedness: Implementing Simple Activities for Everyone	1
Q-890: Intro to Emergency Response to Terrorism	6
TOTAL HOURS	200