

Worcester County Job Opportunities

DEPARTMENT: DEPARTMENT OF EMERGENCY SERVICES
JOB TITLE: EMERGENCY MANAGEMENT SPECIALIST
SALARY/GRADE: GRADE 15/ STEP 1, \$19.93 HOURLY/\$41,454 ANNUALLY –
GRADE 15/ STEP 5, \$21.99 HOURLY/\$45,739 ANNUALLY
SALARY MAY BE HIGHER BASED ON QUALIFICATIONS AND EXPERIENCE
WORK SCHEDULE: MONDAY TO FRIDAY, 8:00AM TO 4:30PM
WORK LOCATION: GOVERNMENT CENTER IN SNOW HILL, MARYLAND

JOB SUMMARY: This position will support the comprehensive emergency management program for Worcester County. Performing professional level emergency management work inclusive of mitigation, preparedness, response, and recovery activities. Work will be performed in both an office and field settings. Requiring the use of independent judgment, mature discretion, and the ability to handle confidential information. This position will report to the Emergency Preparedness Manager.

General Requirements:

- Safety sensitive position subject to Drug and Alcohol Testing
- Essential personnel subject to emergency call-back with little or no notice
- May be required to workday or evening shift, or weekends as required.
- Pre-employment background check, possession of a valid driver's license, and a motor vehicle history with less than 4 points.

Essential Job Duties and Responsibilities:

- Participates in the development and maintenance of the comprehensive emergency management program inclusive of mitigation, preparedness, response, and recovery activities.
- Develops plans, procedures, policies, and protocols related to emergency management operations.
- Staff and assist with the management of the Worcester County Emergency Operations Center during activations.
- Engages in field response operations as directed
- Manages the county owned warehouse or rental space of state and county allocated resources.
- Operates warehouse equipment; [i.e., pallet jack, ladders, and inventory management system]
- Manages multiple projects simultaneously, establishing and monitoring timelines successfully.
- Will be assigned additional roles during emergency operational periods.
- Maintains accurate inventory of equipment and supplies.
- Performs recovery related support activities related to obtaining Stafford Act assistance following major emergencies and disasters.
- Communicates with departments and agencies with the County, State, and Federal Government on a regular basis.
- Composes, maintains, and distributes confidential and non-confidential correspondence and reports.
- Ensures confidentiality of documents/information and use of discretion when handling sensitive and privileged information.
- Complies with safety programs, procedures, training, fire drills, etc. and works safely.
- Complies with the safety programs, procedures, training, fire drills, COOP plans, etc. and works safely.
- Adheres to the Worcester County Government Personnel Rules & Regulations and works in a pleasant and harmonious manner with co-workers and the general public.
- Performs other related duties as directed by management.

Qualifications and Skills:

- High school diploma equivalent plus a minimum of 5 years of work experience in a related field.
- Valid driver's license with less than 4 points

- Haz-Mat Operations Certification preferred.
- NIMS 100, 200, 300, 400, 700, and 800 within one year of employment.
- Basic knowledge of nature and employment of weapons of mass destruction and natural disasters.
- General knowledge of federal, state, and local governmental organizational structures and relationships, especially as related to emergency preparedness and planning.
- Ability to follow verbal and written instructions; keep records and logs; complete written forms.
- Able to apply acquired knowledge to increasingly varied and complex tasks.
- Exceptional oral and written communication skills necessary to successfully perform job duties.
- Ability to speak clearly and concisely.
- Ability to communicate effectively in writing and verbally with staff and the public.
- Establish and maintain professional, personal, and harmonious working relationships with staff, agencies, and the public using tact, discretion, sound judgment, and professionalism.
- Proficient computer skills in Microsoft Word, Excel, Publisher, and PowerPoint
- Ability to create and maintain spreadsheets with formulas.
- Ability to prepare reports that require advanced analytical skills.
- Ability to work with a sense of urgency and in stressful situations.
- Ability to work effectively with minimal Supervision and direction.
- Ability to meet deadlines timely.
- Ability to work with and carry out the directive and policies of the County Commissioners and work harmoniously with other officials and agencies.
- Ability to work in a fast-paced environment with interruptions.

Safety Analysis:

Frequent talking, hearing, pushing, pulling, carrying, and lifting up to 40 lbs. This position may require constant sitting, standing, viewing, frequent talking, and hearing. Some events/incidents may require standing for long periods of time. No known significant hazard risk.