



Office of Bedford County Human Resources
1 Public Square Courthouse, Suite 101
Bedford County Mayor's Office
Shelbyville, TN 37160

Bedford County Emergency Management Agency Plans/Operation Officer

Definition

To participate in the planning and coordination of county emergency/disaster preparation, mitigation, response and recovery. Duties and responsibilities include performing the role of Assistant Director in his/her absence, training employees and volunteers, establishing and evaluating response to emergencies, acting as liaison with officials and the public, preparing reports and maintaining records, and performing other functions as appropriate. Reports to Director (or temporarily to the Assistant Director during the Director's absence).

Work Environment and Duties

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; initiates any actions necessary to correct deviations or violations.
- Assists in coordination of emergency management activities with those of other public safety organizations or others as needed. Coordinates such activities as disaster planning, emergency procedures, training/exercises, disaster recovery, equipment operations, and coordination of efforts.
- Performs the duties of Assistant Director in his / her absence.
- Participates in the planning, coordination, and direction of activities associated with mitigation, preparation for, response to, and recovery from any disaster or emergency affecting the health, safety, and welfare of county citizens, including natural disasters, flooding, water accidents, airplane crashes, train wrecks, major transportation accidents, major fires, hazardous material incidents, civil uprisings, lost person searches, homeland security, or other situations.
- Participates in crisis management procedures, procedures for continuity of government under crisis management conditions, and procedures for industrial reporting of hazardous chemical spills/releases; coordinates and assists with implementation of various procedures in cases of emergency.
- Coordinates the recruitment of volunteer personnel for emergency management and related activities; organizes trains, motivates, and supervises activities of volunteer workers as required for homeland security.

- Prepares, directs, and conducts training classes for staff members, volunteers, or other individuals concerning specific areas of emergency management, hazardous materials, and homeland security.
- Provides education and information to the general public regarding emergency activities, emergency procedures, and emergency management agency functions, roles, and responsibilities; makes speeches and presentations to schools, civic organizations, and other community groups.
- Prepares various legal/technical reports in compliance with state/federal requirements; submits required reports to appropriate agencies within designated timeframes.
- Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, database, or other software programs.
- Assists in the use and procurement of computer and peripheral hardware, GIS mapping technology, network operations, crisis information management software, emergency operation databases, and other technology resources in conjunction with county technology personnel in order to effectively deploy such tools as needed in the fulfillment of department objectives.
- Attends various meetings, serves on committees, and makes speeches or presentations as needed.
- Maintains a comprehensive, current knowledge of laws, regulations, and guidelines pertaining to emergency management programs and homeland security; maintains an awareness of new practices, equipment, trends, and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.
- Provides twenty-four hour emergency response capability and resides within 15 miles of the Shelbyville city limits within 180 calendar days of employment start date. If incumbent resides outside of Bedford County, must park take home response vehicle within the county.

Essential Job Requirements

Minimum: High school diploma or equivalent. Must possess and maintain a valid Tennessee driver's license. No felony or domestic violence related misdemeanor convictions. If a military veteran, an honorable discharge. Reside within 15 miles of the Shelbyville city limits within 180 calendar days of employment start date.

Preferred: At least three (3) years previous experience and/or training that includes progressively responsible public safety or emergency management operations, emergency/disaster planning, hazardous materials regulations, program/personnel management, and public relations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. State (TEMA) certification as a Hazardous Materials Technician. Associates Degree in a public safety related field or equivalent experience.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as odors, wetness, humidity, rain, fumes, temperature extremes, traffic hazards, electrical hazards, bright/dim light, toxic agents, or hazardous materials.

Application Deadline

All applications must be submitted by March 17, 2017. Please visit www.bedfordcountyttn.org to print the employment application. Or pick up from HR Director at the Mayor's office. Printed applications may be mailed or delivered to:

HR Department- Attn. Anita Epperson 1 Public Square, Suite 101 - Bedford Co. Mayor's Office
Shelbyville, TN 37160 Between the hours of 8-4, Mon. – Fri.

Applications taken until position is filled.

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Bedford County is an Equal Opportunity Employer