

JOB OPENING

A13/41-1

Title of Position: Emergency Management Director

Department: Emergency Management

Supervisor: County Mayor

The Office of Emergency Management is tasked with administering and directing a program of comprehensive Emergency Management and Homeland Security issues, designed to reduce the vulnerability of citizens and communities of Carroll County to damage, to injury, and to loss of life and property by providing a system for the mitigation of, preparedness for, response to, and recovery from natural or man-made disasters.

Primary Responsibilities:

- Update and implement the local emergency operations plan, working with local government officials, private organizations, and volunteers
- Manage and allocate the department's annual budget in line with local guidelines
- Lead disaster response efforts, assess emergency situations, and allocate resources efficiently
- Collect and report disaster information to state agencies, including Tennessee Emergency Management Agency (TEMA)
- Provide public education on emergency preparedness through media, brochures, and training programs
- Maintain a fully operational emergency center to coordinate efforts during disasters
- Collaborate with state and regional emergency centers for damage assessments and disaster relief coordination
- Conduct risk assessments to mitigate hazards and ensure preparedness for future emergencies
- Serve as the point of contact for disaster relief activities and coordinate with other agencies
- Prepare after-action reports following emergencies or drills to evaluate and improve response strategies

Qualifications:

- Must be a U.S. citizen and at least 18 years old
- Valid Tennessee driver's license and no felony convictions
- A combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job, which could include an Associates Degree or Bachelors Degree in Fire Science, Emergency Management, or closely related field, at least five years previous experience with an emergency response agency (experience with multiple disciplines preferred), and/or training that includes progressively responsible emergency operations, disaster planning, public safety, hazardous materials operations, personnel management and public relations
- Knowledge of emergency management principles, disaster response, and relevant laws
- Must complete required FEMA and TEMA training within 24 months of employment
- Strong computer skills and ability to use emergency management software

This position requires strong leadership, communication, and decision-making skills, along with the ability to manage complex emergency situations.

Carroll County Government is an equal opportunity employer. Employment will be based upon consideration of the qualifications of all applicants for employment. Discrimination based upon an applicant's race, color, sex, religion, national origin, age, or disability will not be tolerated.

For inquiries, please contact Carroll County Mayor Joseph Butler at jbutler@carroll.tn.org or 731-986-1936.

To submit a résumé, please email to jbutler@carroll.tn.org.

Deadline for applicant submission: October 16, 2024 by 4 p.m.