

## **The Noble County Office of the Emergency Management Agency and Homeland Security (NCEMA&HS) is seeking an Emergency Management Specialist.**

Applicant should **submit a resume and cover letter** detailing their education, experience and compensation expectations to NCEMA&HS, Attn: Director Chasity Schmelzenbach, 48535 Cold Water Creek Rd, Caldwell, Ohio 43724 **on or before October 22, 2021.**

**Supervisor:** Director

**Work Hours:** Flexible 40 hours (typically 8 hours per day between 7am and 5pm)

**Location:** 48535 Cold Water Creek Rd, Caldwell, Ohio 43724 (some remote)

**Salary Range:** Commensurate with education and experience (min \$15.00/hr)

### **Job Duties-Emergency Management Specialist**

Typical duties of an emergency management specialist include:

- Collaborating with other emergency management personnel and local, state or federal officials when preparing for, responding to, or recovering from disasters
- Providing support to, and developing liaisons with, other agencies, organizations or companies involved in developing disaster preparedness programs
- Consulting with area institutions, including hospitals, schools, and local governments, to determine their needs and to ensure the facilitation of programs in the event of natural or manmade disasters
- Coordinating all disaster response or crisis management activities in the event of a disaster, including evacuations and implementing programs and plans
- Inspecting facilities and equipment used in emergency management operations centers to ensure their functionality
- Developing instructional materials for the public and hosting events for citizen and community groups
- Conducting and managing formal meetings with stakeholders and the public
- Maintaining adequate documentation for meetings, projects and administrative activities as needed
- Some overnight travel required for training or response
- Willingness to deploy for short periods to support other EMA operations

### **Education, Degrees, Certification for Emergency Management Specialists**

All Applicants must have a high school diploma or GED, a valid driver's license, be able to pass a background check, be willing to work flexible hours, multi-task, work in informal and formal office settings, in outdoor conditions during prolonged response and perform some lifting of equipment.

Given the wide scope of expertise and the level of responsibility involved in emergency management specialist jobs, a degree in emergency management, public

administration, business administration, or a similar field is preferred. If the applicant does not currently possess a degree, consideration will be given to those who are currently enrolled in a degree program, or are willing to obtain a degree within an agreed upon time frame.

Common coursework in an emergency management program includes:

- Communication Strategies for the Public Safety Professional
- Principles of Emergency Management
- Emergency Planning
- Justice, Crime, and Ethics
- Emergency Management and Homeland Security
- Leadership in Emergency Management
- Technology in Emergency Management
- Decision Management in Critical Incidents

Emergency management is an ever-evolving career path and as such emergency managers employed by NCEMA&HS will also be expected to continue their education through seminars, conferences and other training opportunities provided through the organization. They will also be expected to hold or obtain an Ohio Certified Emergency Manager (OCEM) designation and it is preferred they hold or obtain a Certified Emergency Manager (CEM) designation obtain from IAEM.

The NCEMA&HS is a governmental entity of Noble County, Ohio and is an equal opportunity employer.