MISSISSIPPI EMERGENCY MANAGEMENT AGENCY

Job Announcement

June 17, 2020

Job Title: Emergency Management Specialist I – Public Assistance

Location: Office of Recovery (HARRISON County)

Opening Date: June 18, 2020

Closing Date: June 24, 2020

This is an entry-level technical, public contact, and administrative work position in the implementation of the Public Assistance Program. An employee in this classification assists superiors with designated phases of the Public Assistance Program. At this level, employees are assigned responsibility for performing a full-range of tasks involving assistance to state and local jurisdictions. Emphasis of the work is on relieving superiors of administrative detail and public contacts in selected Public Assistance Program areas. This includes programs related to conducting damage assessments, administering and tracking federal /state funds allocated for Recovery Operations. Work includes participation in program surveys and preparation of technical reports. Work also involves contacts with and/or appearances before local officials and private non-profit organizations to implement Public Assistance Activities. Work is performed under general supervision of a Public Assistance superior and reviewed for conformance with established policies and procedures.

In addition to the minimum qualifications, the applicant must be able to:
Demonstrate initiative to perform assigned tasks.
Communicate effectively, both orally and in writing.
Conduct Joint Public Assistance Damage assessments with FEMA and Local Applicants.
Gather and analyze information for management decision and approval.
Assist local governmental agencies in preparing and processing Public Assistance grants.
Prepare Federal and State reimbursements payments for eligible work.
Conduct Final Inspections according to regulations and policies.
Prepare Applicant Closeout packages.
Deploy from home or office for an unspecified period of time with little notice.
Operate effectively in a sometimes stressful environment.

Interested applicants should submit their state applications through the MS State Personnel Board website no later than the close of business June 27, 2020. You can access their website at www.mspb.ms.gov. PLEASE NOTE THE POSTING MAY NOT SHOW UP ON THEIR WEBSITE UNTIL JUNE 18, 2020. All interested parties are encouraged to apply. MEMA is an equal opportunity employer.