Mississippi Emergency Management Agency
Job Announcement

August 27, 2020

Job Title: EM Logistics Management
Location: Office of Logistic
Opening Date: Thursday, August 27, 2020
Closing Date: Wednesday, September 2, 2020

This is administrative work responsible for logistics program planning, and for establishing and implementing Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA)/Mississippi Emergency Management Agency (MEMA) logistics policies and programs for Mississippi. An employee in this classification is responsible for developing and overseeing a responsive program to obtain and maintain equipment, supplies and services used in support of an emergency situation.

Duties:

Develops and administers a response program to obtain and maintain equipment, supplies and services needed in support of an emergency situation.

Plans and coordinates the procurement of supplies and services, and the transportation of equipment.

Develops and maintains a list of local resources for equipment, supplies, and services that are readily available during disasters/emergencies.

Consults with emergency management officials to determine the types and amounts of emergency equipment and supplies needed to provide prompt and effective response in an emergency or disaster.

Participates in collaborative arrangements and maintains relationships with counterparts in federal agencies as well as other state agencies.

Manages facility requirements needed to support disaster field operations and activities, and develops facility specifications and participates in site selection on a timely basis.
Develops policies and procedures to acquire emergency situation supplies and equipment of acceptable quality at an equitable price; establishes equipment and supply demand/usage factors; implements procurement, storage, inventory, and maintenance systems to ensure equipment is readily available and operational.

Serves as Logistics Chief in an emergency situation to establish control center, communications and logistics system; implements an agency safety program; trains staff in safety procedures during an emergency situation; coordinates the logistics of special conferences, meetings, and special events such as VIP visits to disaster sites.

Effectively manages spontaneous volunteers and arranges use of volunteer organizations.

Provides accurate information to others within the agency and ensures that staff are aware of other activities currently underway within the agency.

Constantly collaborates with key decision-makers from other divisions regarding coordinated administration of programs to enhance effective service delivery.

Analyzes data and prepares reports.

Establishes and maintains effective working relationships with staff and other department/agency representatives.

Develops procedures used in the management of a variety of facilities, both fixed and temporary.

Analyzes and establishes facility requirements to support field operations.

Manages facility operations and maintenance programs using service contracts and management software.

Serves as the Contract Technical Representative by monitoring and assessing contractor effectiveness for technical service contracts, including monitoring the status of contract performance and approval of progress payments, and the contractor's performance in meeting operational requirements, contract requirements, and core processes.

Determines solutions to security, safety and health issues and problems that are a result of rapidly changing environmental conditions and makes complex technical decisions, such as taking action to add or change electric power distribution to meet load requirements and evaluating HVAC requirements.
Under limited supervision, performs duties of considerable difficulty supervising and coordinating logistics activities during disasters/emergencies. Work is reviewed by an administrative superior through reports, conferences, and program effectiveness.

Performs related or similar duties as required or assigned.

Interested applicants should submit their state applications through the MS State Personnel Board website no later than the close of business Wednesday, September 2, 2020. You can access their website at [www.mspb.ms.gov](http://www.mspb.ms.gov). **PLEASE NOTE THE JOB POSTING MAY NOT SHOW UP ON THEIR WEBSITE UNTIL FRIDAY OR MONDAY.** All interested parties are encouraged to apply. MEMA is an equal opportunity employer.