Mississippi Emergency Management Agency
Job Announcement

August 27, 2020

Job Title: Emergency Management Specialist I
Location: Office of Preparedness
Opening Date: Thursday, August 27, 2020
Closing Date: Monday, September 7, 2020

A Preparedness Officer facilitates the development and execution of whole community, all hazards preparedness activities according to state and federal guidelines including, but not limited to, the following:

- Develops, administers, and conducts emergency/disaster preparedness trainings
- Develops, maintains, and evaluates plans to ensure adequacy and conformance
- Develops and performs exercises and evaluations of emergency management plans
- Provides technical assistance regarding preparedness programs to whole community partners and stakeholders
- Tracks fiscal expenditures related to the Office of Preparedness program activities

All positions are subject to recall around the clock for emergency management activities, which may require irregular work hours, work at locations other than the official duty station, and may include duties other than those specified in the employee’s official position description.

The preferred candidate should also be able to:

- Communicate clearly and effectively both verbally and in writing
- Critically analyze information and problem solve
- Effectively lead and participate as a team member to accomplish tasks
- Prepare a variety of correspondence, reports, and other written materials
- Effectively operate Microsoft Office software packages
Periodic travel will be required.

Interested applicants should submit their state applications through the MS State Personnel Board website no later than the close of business Monday, September 7, 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.