



STATE OF MISSISSIPPI  
invites applications for the position of:

# EM-Emergency Mgmt Specialist I

**SALARY:** \$37,261.92 Annually

**OPENING DATE:** 10/11/21

**CLOSING DATE:** 10/18/21 11:59 PM

**JOB TYPE:** Full-Time

**LOCATION:** 61 - RANKIN COUNTY

**SHIFT SCHEDULE:** Day Shift Only

**TRAVEL SCHEDULE:** Some Day Only

**TIME LIMITED POSITION:** No

**AGENCY INFORMATION:** The Mississippi Emergency Management Agency is recruiting an Emergency Management Specialist I (Preparedness Officer) in the Office of Preparedness. The following is a detailed description of the position. 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 • Assist with Radiological preparedness which encompasses the Waste Isolation Pilot Program. • 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. Duties and competencies include, but are not limited to: • Communicating clearly and effectively both verbally and in writing • Critically analyzing information and problem solving • Effectively leading and participating as a team member to accomplish tasks • Preparing a variety of correspondence, reports, and other written materials • Effectively operating Microsoft Office software packages Periodic travel will be required.

## CHARACTERISTICS OF WORK:

This is entry level technical and public contact work in the development and implementation of an assigned statewide emergency management program area. An employee in this classification assists superiors with designated phases of the emergency management program area. Emphasis of the work is on relieving superiors of administrative detail and public contacts in selected program areas. Work includes participation in program planning; surveys; preparation of technical correspondence and reports; and contacts with and/or appearances before local officials, civic and community groups, public agencies, and non-profit agencies to promote and implement emergency management activities. Employees will also respond to actual emergencies and disasters; provide public and/or individual assistance; and review and approve claims and assist local jurisdictions in researching, compiling, organizing, planning, revising, and maintaining their

Emergency Management Assistance Program (EMAP) and/or Emergency Management Performance Grant (EMPG). Work is normally performed under the close supervision and review of an administrative superior; however, as the employee becomes more experienced, he/she is expected to work with some independence in a prescribed field with established policies and procedures.

## **EXAMPLES OF WORK:**

Examples of work performed in this classification may include, but are not limited, to the following:

Assists higher ranking emergency management specialist assigned to a designated area of the statewide emergency management program.

Gathers and analyzes information and interprets findings, prepares documentation for management decision and approval on matters such as cost-share, participating, collection, interagency and intra-agency agreements, memoranda of understanding, and the laws and regulations pertaining to such instruments.

Advise local officials on emergency management matters and assists in the preparation of forms; explains state and federal procedures and requirements.

Assists in analyzing plans developed by regional agencies and others relative to adequacy and workability.

Provides technical assistance to county officials and emergency personnel in the preparation and implementation of local emergency plans.

Assist higher ranking personnel in developing strategies for mitigation planning, coordination, compliance, and community outreach that ensures coordination of state and federal long-term recovery activities and goals.

Prepares and updates training manuals related to the assigned position.

Facilitates technical assistance and guidance regarding the statutes, regulations, and policies applicable to grant programs.

Assists in the conduct of emergency management program training for volunteers and local personnel; participates in workshops, conferences, and test exercises in areas delegated.

Presents disaster and emergency preparedness programs to local organizations, schools, and community.

Assists in the conduct of special studies and surveys necessary for the organization, planning, and evaluation of various phases of the emergency management program.

Prepares Disaster Recovery Center kits and ensures that appropriate signage, materials, and safety equipment are in the kit.

Gathers and compiles information at the scene of a disaster or emergency.

Assists in the coordination and management of response and recovery activities at the scene of a disaster or emergency including initiation and coordination of evacuations, sheltering, and distribution of food and medical supplies.

Assists local officials with developing and submitting eligible applications to FEMA (Federal Emergency Management Agency) for approval.

Provides mitigation planning assistance to communities during state and federal disaster declarations.

Conducts meetings as necessary to keep applicant informed of procedures, guidelines, required documentation, grant process, and reimbursement requirements.

Reviews applications for accuracy, eligibility, and completeness and to provide technical assistance as needed.

Reviews FEMA Notice and Demand Letters, analyzes the figures, submits check requests, and processes payment.

Reviews benefit cost analysis for accuracy and provides technical support to applicants during completion.

Monitors the project tracking systems to make timely decisions and to account for project processing to simplify and ensure accuracy during the final inspection and close-out procedures.

Conducts inspections and reviews on completed repairs to verify work was accomplished according to the proposed scope of work.

## **MINIMUM QUALIFICATIONS:**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the Mississippi State Personnel Board in writing, identifying the related education and experiences which demonstrated the candidate's ability to perform all essential functions of the position.

## **EXPERIENCE/EDUCATIONAL REQUIREMENTS:**

### **Education:**

A Bachelor's degree from an accredited four-year college or university in business, public administration, criminal justice, urban planning, or a related field;

OR

### **Education:**

Graduation from a standard four-year high school or equivalent (GED or High School Equivalency Diploma);

AND

### **Experience:**

Four (4) years of related experience.

### **Substitution Statement:**

Above graduation from a standard four-year high school or equivalent (GED or High School Equivalency Diploma), related education and related experience may be substituted on an equal basis.

### **ESSENTIAL FUNCTIONS:**

Additional essential functions may be identified and included by the hiring agency. The essential functions may include, but are not limited to, the following:

Advises local officials on emergency management matters, interpreting state and federal procedures and requirements.

Assists with technical related administrative work such as the preparation and/or review of reports or correspondence.

Operates a variety of communications and computer equipment.

Reads topographic, aerial, and road maps.

Plans and participates in emergency management training, workshops, conferences, and test exercises.

Performs related or similar duties as required or assigned.

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APPLICATIONS MAY BE FILED ONLINE AT:

<http://agency.governmentjobs.com/mississippi/default.cfm>

Position #4502-7210-20211011rk  
EM-EMERGENCY MGMT SPECIALIST I  
CO

210 East Capitol Street  
Suite 800  
Jackson, MS 39201  
601-359-1406  
601-359-1406

[jobs@dfa.ms.gov](mailto:jobs@dfa.ms.gov)

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### **EM-Emergency Mgmt Specialist I Supplemental Questionnaire**

- \* 1. What is the highest level of education (or semester hours of college) you have completed in business, public administration, criminal justice, urban planning, or a related field?
- None
  - GED or High School Equivalency Diploma / High School Diploma
  - 30 semester hours
  - Associate's Degree / 60 semester hours
  - 90 semester hours
  - Bachelor's Degree
  - Master's Degree
  - Specialist's Degree
  - Doctorate's Degree
- \* 2. How many years of related experience do you have? Refer to the job posting for an explanation of related experience.
- No experience
  - 1 year of experience
  - 2 years of experience

- 3 years of experience
- 4 years of experience
- 5 years of experience
- 6 years of experience
- 7 years of experience
- 8 years of experience
- 9 years of experience
- 10 years of experience
- More than 10 years

\* Required Question