



**Deputy Director Job Opening and Description**  
**Point-of-Contact: Emergency Management Director Sam Henley**  
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**JOB TITLE:** Deputy Director

**DEPARTMENT:** Camden County, MO Emergency Management Agency

**JOB SUMMARY:** This position is responsible for aiding the Director of the Camden County Emergency Management Agency (EMA) during emergencies, events, training, and day-to-day operations. The deputy director supports and assists the EMD in the overall administration, management, planning, organizing, daily supervision, and staffing of the department, and serves as the EMD in their absence.

**MAJOR DUTIES:**

- Ability to perform all necessary duties of the Emergency Management Director (EMD) in their absence.
- Serves as the Operations Specialist during Emergency Operation Center (EOC) activations.
- Oversees training and exercise programs for all groups serving or served by the EMA.
- Coordinates volunteer activities, training, exercising, and deployments.
- Conducts public education programs as needed or requested.
- Establishes and maintains cooperative, effective, and productive working relationships using tact, patience, and courtesy.
- Performs other duties as needed within the scope of the EMA function.

**KNOWLEDGE AND ABILITIES (needed for the position) :**

- Knowledge of the National Incident Management System.
- Knowledge of principles, practices, and techniques of public administration.
- Knowledge of application and interpretation of federal, state, and local rules, regulations, codes, and ordinances as they relate to the area of assignment.
- Knowledge of management and supervisory principles and practices including program planning, contract administration, budgeting, direction, coordination, evaluation, and data processing methods and techniques.
- Ability to be a self-starter
- Ability to set work priorities and to train, direct, motivate, and evaluate the work of assigned staff.
- Ability to develop departmental goals and objectives and perform planning and budgeting functions.
- Ability to apply judgment and discretion in resolving problems and interpreting policies and regulations while also receiving constructive criticism for improvement.
- Ability to organize and oversee work programs, work schedules, contract administration, progress reviews, and monitor budgets.
- Ability to effectively respond to and reconcile competing external elements as they affect the planning and operation of assigned programs.

- Ability to develop and maintain effective working relationships with other staff and external elements.
- Ability to communicate effectively, both orally and in writing, and make effective presentations of technical, complex, and sometimes controversial information.
- Ability to establish and maintain accurate records of all activities and operations.
- Ability to set up and run the EOC during times of disaster, events, and training.

**GUIDELINES:** Guidelines to be followed include the Standard Operating Guidelines (SOGs) of the EMA, Camden County, etc.

**COMPLEXITY:** The work consists of emergency management duties. The need to perform multiple tasks at the same time contributes to the complexity of the position and the level of work can go from routine, low-stress, daily functions to high-stress emergency operations with little to no warning.

**SCOPE AND EFFECT:** The purpose of this position is to aid the EMD and control the EOC during emergencies, events, training, and day-to-day operations.

**PERSONAL CONTACTS:** Contacts are typically with the EMD, volunteers, professional responders, members of the public, and representatives of other EMAs.

**PURPOSE OF CONTACTS:** Contacts are typically to give or exchange information, to resolve problems, to provide services, and to motivate or influence persons.

**PHYSICAL DEMANDS:** The work environment is typically performed while sitting at a desk or table or while intermittently standing, bending, crouching, or stooping. The employee frequently lifts light and occasionally heavy objects, uses tools or equipment requiring a high degree of dexterity, must possess the ability to read printed materials and a computer screen frequently, and must possess the ability to hear and communicate in person, over the radio and over the phone. Required work is primarily performed in a professional office setting and is also routinely exposed to outside weather conditions during work, events, and emergency operations.

**RESPONSIBILITIES:** The deputy director must be able to work with and coordinate volunteers including but not limited to the Camden County Community Emergency Response Team (CERT).

**MINIMUM QUALIFICATIONS:**

The applicant must be at least 21 years of age at the time of application.

The applicant must pass a background check through the Camden County Sheriff's Office.

The applicant must pass a drug test.

Starting wage is \$15.00 per hour. The position includes paid holidays and full benefits.

More information about the Camden County, MO EMA can be found at

<https://emacamdenmo.org/meet-the-team/>