



Camden County, MO
Emergency Management Agency
12 VFW Rd
Camdenton, MO 65020
(573) 346-7108
Director Sam Henley
Email: sam_henley@camdenmo.org

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 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:

- 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 develop departmental goals and objectives and perform planning and budgeting functions. Ability to effectively respond to and reconcile competing external elements as they affect the planning and operation of assigned programs.
- Ability to organize and oversee work programs, work schedules, contact administration, progress reviews, and maintain accurate records of all activities and operations.
- Ability to develop/maintain effective working relationships with other staff and external elements. Apply judgment and discretion in resolving problems and interpreting policies

and regulations.

- Ability to be a self-starter along with the ability to communicate effectively, both orally and in writing, and make effective presentations of technical, complex, and sometimes controversial information.
- Ability to set up and run the EOC during times of disaster and training.

PHYSICAL DEMANDS: The work consists of emergency management duties. The need to perform multiple tasks at the same time contributes to the complexity of the position. The work 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. The employee must be able to read printed materials and a computer screen, along with being able to hear and to communicate in person and over the phone. The work is routinely exposed to outside weather conditions.

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.

Within one year, applicant must have FEMA IS courses, HSEEP training, and other mandated training and exercises to meet grant requirements

Starting wage is \$12.50 per hour with a \$1.00 raise after 90 days. The position includes 12 paid holidays and benefits.

More information about Camden County, MO EMA can be found at <https://emacamdenmo.org/>

Camden County is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Camden is a drug and alcohol free work place. A pre-employment drug screening and background check is required for all positions