



JOB OPENING

Troup County Government

Position: Deputy Fire Chief/EMA Director	Department: Fire	Salary: \$70,604.12/Yr
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Under general supervision and instructions this position is responsible for the direction of County-wide emergency management activities in Preparedness, Mitigation, Prevention, Response and Recovery Operations. Responsible for department administrative functions including personnel management, budget, purchasing, planning and policies/procedures. Oversees Training activities of Department.

Qualifications/Knowledge:

- ⇒ Must have Associates Degree within the scope of Fire Service related studies; current valid driver's license
- ⇒ Must have at least 5 years of Fire or Emergency Management related experience
- ⇒ Must obtain GEMA Certified Emergency Manager Certification within 24 months
- ⇒ Ability to meet current requirements set forth by the National Fire Protection Association, the Georgia Firefighter Standards and Training Act, NPQ Firefighter I and II and the Georgia Emergency Management Agency
- ⇒ Certification as an Emergency Medical Technician or above in the State of Georgia
- ⇒ Knowledge of the principles and practices of local emergency management; knowledge of relevant training standards
- ⇒ Knowledge of local, state, and federal emergency management and system procedures, guidelines, and compliance issues
- ⇒ Knowledge of current federal, state, and local laws, administrative rules, standards, guidelines and ordinances
- ⇒ Knowledge of county and department policies and procedures; knowledge of management and supervisory principles and practices
- ⇒ Knowledge of county geography, streets, roads and buildings
- ⇒ Skill in the use of specialized hazardous materials databases and modeling software for mitigation, preparedness, response and recovery operations; skill in supervising the response to emergency scenes
- ⇒ Skill in planning, directing and supervising the work of subordinate personnel
- ⇒ Skill in the operation of job-related vehicles, equipment and tools

Essential Duties and Responsibilities:

- ⇒ Serves as Director for the Troup County Emergency Management Agency
- ⇒ Directs and coordinates the Emergency Operations Center readiness, activation, coordination and supervision
- ⇒ Maintains emergency management compliance for Troup County and various municipalities
- ⇒ Develops and maintains the County-wide Emergency Operation Plan; performs County-wide community threat and risk assessments
- ⇒ Coordinates damage assessments after disasters and prepares reports for Elected Officials, County Manager, state and federal agencies; plans and conducts exercises
- ⇒ Administers the process for submitting federal and state reimbursement claims for county cost during and after declared disasters
- ⇒ Develops cost estimates and makes budget projections for the Emergency Management Program
- ⇒ Coordinates training programs and emergency operations drills to prepare department heads county wide and municipal governments for quick and effective emergency response; responds to and provides support for emergency operations
- ⇒ Develops and implements pre-disaster mitigation strategies and planning
- ⇒ Represents the County on various external and internal task forces and committees
- ⇒ Attends monthly GEMA Area meetings; coordinates the activities of the Local Emergency Planning Committee
- ⇒ Coordinates with county and outside agencies for environmental response, clean-up, cost recovery and documentation of hazardous materials incidents
- ⇒ Completes FEMA and GEMA grant applications and submits required reports in collaboration with the County's Grant Manager
- ⇒ Conducts School Safety Site Surveys; serves on the Troup County Emergency Communications Advisory Board
- ⇒ Responds to emergency scenes and performs the duties of a Firefighter/EMT; responds to after-hours emergencies
- ⇒ Oversees and coordinates affiliated and non-affiliated disaster volunteers
- ⇒ Performs all other related duties as assigned

Employment Applications will be accepted Until Filled on Troup County's website @ www.troupcountyga.gov

Job #: 01252022 Deputy Fire Chief/ EMA Director

Grade 23

Valerie P. Heard

Valerie P. Heard, Human Resources Director

Eric Mosley

Eric Mosley, County Manager

Troup County is an Equal Opportunity Employer - A Drug Free and Tobacco Free Workplace