



Title: Deputy Director

Reports to: Emergency Management Director

Pay Type : Full Time 40 Hrs

Application deadline: Until filled

Summary: This is a full-time position 40 Hours a week whose essential function is to assist the Director of Emergency Management with the preparation plans and procedures for responding to natural disasters. The Deputy Director will handle business and operational details associated with all other programs administrated by the County's Emergency Management Agency as assigned. This position manages and holds all records for purchases for the Emergency Management Agency including but not limited to EMPG funding. This position serves as a secondary point of contact and collaborator with cities, public services agencies, business officials, and other interest groups if the Emergency Management Director is unavailable or actively participating in other operations. Lastly, the Deputy Director is charged with the responsibility of managing the EMA volunteer programs and storm spotter.

Focus: To support and assist the County and Emergency Management Director with creating a more sustainable and resilient community that is able to Prepare, Respond, Recover, and Mitigate from all hazards that may pose a threat to life and/or property.

Position Duties:

- Assist office clients in person, electronically or by telephone.
- Handle inquiries or complaints in an expeditious, courteous and professional manner.
- Route inquiries to the appropriate officials when needed.
- Provide support and training to clients as requested.
- Maintain grants and receipts, order supplies and track inventory.
- Maintain functionality and supplies of local Emergency Operations Center (EOC)
- Compile and enter statistical reports and records associated with Local Emergency Operations Plans (LEOP) according to FEMA/SEMA guidelines & grant requirements.
- Prepare EMPG grants for review and submission according to FEMA/SEMA guidelines.
- Provides administrative support to the Local Emergency Planning District (LEPD) by compiling and entering statistical reports associated with the HMEP and other grants for submission to the state.
- Participate in Emergency Management coordination meetings within our region as required. E.g. Area "A" Regional Coordinator's meeting, Southern District Health meetings, RHSOC meeting & Missouri Emergency Response Commission meetings.
- Participates in local Emergency Management meetings, and Health Department meetings as required.
- Maintain files, correspondence and other records for both routine business and disaster events as assigned.
- Act as Director in the absence of the Director or when working second shift activation.
- Attends approved professional development opportunities when possible.
- Manage the EMA Volunteer Programs and Storm Spotters.
- Perform other duties as needed or assigned.
- Inspect and monitor county FEMA storm shelters

High school diploma or general education (GED) required, with preference to degree holders. Past experience working with the public in a business or emergency service environment preferred.

Please visit <http://pettiscomo.com/careers/> for an application or apply on Indeed. Submit applications with a valid driver's license to:

EMA Director Trisha Rooda, 1511 North Ohio Ave., Sedalia, MO 65301