



## Emergency Management Specialist

While other Employers might offer competitive pay, Washington County Government offers a full, comprehensive compensation package worthy of your time and talents.

Please take a look at what you can expect to earn as an **Emergency Management Specialist** during your first year as a full time Employee with Washington County Government:

- ✓ **Six (6) Paid Personal Days**
- ✓ **Ten (10) Paid Vacation Days**
- ✓ **Fourteen (14) Paid Holidays**
- ✓ **Fifteen (15) Paid Sick Days**
- ✓ **County and Employee funded “Cadillac” Healthcare including Health, Prescription, Dental and Vision Coverage for under \$1.00 / hour (Employee Only)**
- ✓ **County Paid Employee Assistance Plan**
- ✓ **County Paid Life Insurance**
- ✓ **County Paid Accidental Death and Dismemberment Insurance**
- ✓ **County Paid Short Term Disability Insurance**
- ✓ **County Paid Long Term Disability Insurance**
- ✓ **Up to \$2,500.00 Annual Tuition Reimbursement Assistance**
- ✓ **County and Employee funded Defined Pension Plan** (*According to CNN.com, only 4% of Workers in the Private Sector have Defined Pension Plans*).
  - **Vested in just five (5) years.**
  - **Credit for Prior Military Service and Unused Paid Sick Days.**
- ✓ **The gratification and fulfillment of serving Taxpayers and Citizens of Washington County, Maryland.**
- ✓ **An Annual Salary of \$48,298.00 (Non-negotiable)**

If our **Emergency Management Specialist**, comprehensive compensation package interests you, please continue reading through our job posting to learn more about the position’s duties, responsibilities, prerequisites, etc. and apply online today.

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<b>JOB TITLE:</b>	<b>Emergency Management Specialist</b>	<b>GRADE:</b>	<b>12</b>
<b>DEPARTMENT:</b>	<b>Office of Emergency Management</b>	<b>FLSA STATUS:</b>	<b>Non-Exempt</b>
<b>REPORTS TO:</b>	<b>Emergency Manager</b>		

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**GENERAL RESPONSIBILITIES:**

This is an Emergency Management Specialist position within the Office of Emergency Management. This position will serve to address planning requirements related to Homeland Security and emergency preparedness efforts for both public safety officials and citizens. This position is under the supervision of the Emergency Manager or designee. Under general supervision, assists the Emergency Management Planner by researching, writing, and updates emergency plans and/or public safety plans to better the County's ability to respond and recover from public emergencies. This position assists with the development and implementation of emergency related drills and exercises. An Emergency Management Specialist coordinates, manages, and processes grants for emergency management. This position may also be assigned projects within the Office to manage and coordinate, reporting all decisions and progress to the Director or designee.

**ESSENTIAL TASKS:**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

1. Assists the Emergency Management Planner to coordinate regional planning initiatives related to Homeland Security.
2. Coordinates and monitors the local jurisdiction assessment process related to domestic preparedness.
3. Writes, submits and manages grants to include proper accounting and reporting of all grant programs for emergency management, prepare grant documents for accuracy, creating and maintaining spreadsheets to track expenditures by grants to ensure reimbursement requirements are met.
4. Assist in training related to emergency response plans.
5. Uses GIS computer modeling and mapping systems to supplement the planning efforts, demonstrate hazards, hazard impacts and support public information meeting and hearings.
6. Review vendor information and literature and prepares specifications for contracted services relating to emergency management planning, equipment purchases and evaluation.
7. Assist with the management of and maintenance of resources of the Emergency Operations Center.
8. Responds to the Emergency Operations Center, Incident Command Post, or deployment, as a member of the local Incident Management Team.
9. As assigned, manage and coordinate projects and/or research to enhance the County's ability to mitigate, prepare, prevent, respond, and recover from an all-hazards event/incident.
10. Uses Washington County's multiple methods to notify the public of pending or occurring emergencies; to include the Emergency Alert System and a Reverse 911 program.
11. Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

1. Excellent communication skills (oral and written). Ability to manage, coordinate, schedule and conduct both public information and education program.



2. Computer proficiency and familiarization with computer applications such as Microsoft Word, Excel, PowerPoint, Web EOC, and Arc GIS or closely related software applications.
3. Ability to remain calm in an extremely stressful environment.
4. Ability to get along with and to successfully communicate with co-workers, the public and media representatives.
5. Ability to work both independently and as part of a team.
6. Ability to accurately read maps and to give directions.
7. Ability to apply principals, methods and techniques of public administration, statistical analysis to the gathering, organizing, and analysis of data; train others; distinguish between hazardous and non-hazardous conditions; investigate and evaluate findings and prepare recommendations for elimination and control of hazard; interpret laws and regulations; work accurately and effectively under stressful environment.
8. Knowledge in the NIMS/ICS, National Response Framework, and National Disaster Recovery Framework.
9. Knowledge of federal, state, and local governmental organizational structures and relationships, especially as related to emergency preparedness and planning.
10. Demonstrate ability to manage multiple projects simultaneously, establishing and monitoring timeless successfully.

### **EDUCATION AND EXPERIENCE:**

1. Bachelors' Degree in Emergency Management, Fire Science, Emergency Medical Services, Political Science, Human Services, Business Administration, Geographic Information Systems, Communications, Chemistry, Urban or Regional Planning or other related field.

-OR-

2. Associates Degree in the above-mentioned fields and two years of experience in writing or implementing emergency plans, procedures, and policies for response to public emergencies and disasters.

A comparable training and experience directly related to Emergency Management may be substituted for the minimum qualifications.

### **PHYSICAL REQUIREMENTS:**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copies, projector, and fax machine. Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing and pulling may be required.

NOTE: Hearing tests are included in pre-employment physicals and will be given to employees in this classification on a regular basis.

### **SPECIAL REQUIREMENTS:**

1. Possession of a valid Driver's License.
2. Available for varied work hours as needed and available for on-call basis for emergency situations.
3. This position is subject to random drug testing.
4. The probationary period for this position is 12 months.

Revised: 10/2017, 11/2018,09/2021

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Applicant must be legally authorized to work in the United States and willing to provide unexpired USCIS Form I-9 employment eligibility verification documentation upon request.

**Easy Ways to Apply:**

1. Visit our website at <https://www.washco-md.net/jobs/>  
or
2. Complete and email an Application to [HR@washco-md.net](mailto:HR@washco-md.net)  
or
3. Complete and mail Application to:  
**Washington County Human Resources Department,**  
**100 W. Washington Street, Room 2300,**  
**Hagerstown, Maryland 21740.**

**Internal Candidates are required to use an Internal Application (including resume) when applying.**

Washington County is an Equal Opportunity Employer. Individuals requiring special accommodations or assistance are requested to contact the Human Resources Department at 240-313-2350, Voice or TDD (D/HH use 711) M/F/H/V.

**DEADLINE FOR FILING APPLICATIONS WITH HUMAN RESOURCES:**

**Monday, September 27, 2021 @ 4:00pm**