

## Job Opportunities

# Emergency Management Coordinator / Area H Regional Coordinator

### Application Process

#### Open Competitive Register

This register is open to all applicants who meet the minimum qualifications as described in the class specification, and who may be appointed to a position under the provisions of the Missouri Merit System.

#### Applicants must meet the following qualifications:

[7333--Emergency Management Coordinator](#)

#### Merit Specialty/Selective Certification:

1562 Emergency Management Planning

#### To Apply:

[EASe Application \(Required\)](#)

### Contact Information

#### Gail Wolken

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#### Agency Website Link:

<http://sema.dps.mo.gov/about/employment.php>;

### Job Posting Number:

5537

### Opening Date:

12/14/2016

### Closing Date:

12/30/2016

### Agency:

Public Safety

### Location:

Area H (Andrew, Atchison, Buchanan, Caldwell, Clinton, Daviess, DeKalb, Gentry, Grundy, Harrison, Holt, Livingston, Mercer, Nodaway and Worth Counties)

### County:

ANDREW, ATCHISON, BUCHANAN, CALDWELL, CLINTON, DAVIESS, DEKALB, GENTRY, GRUNDY, HARRISON, HOLT, LIVINGSTON, MERCER, NODAWAY, WORTH

### Job Type:

Full-Time

### Salary Range:

\$52,116.00 - \$52,116.00 Annual

### Position Type:

Merit

**Job Description:**

The State Emergency Management Agency is recruiting for a Emergency Management Coordinator / Area H Regional Coordinator. This is mid-level professional work involving planning in Emergency Management. Certification of eligibles from the Emergency Management Coordinator register may be based on specialized background/criterion associated with emergency management planning. Applicants should describe their related qualifications in detail on their merit application and may be requested to provide proof of their credentials.

Primary duties include:

- Liaison between local officials (including Emergency Management Directors) and SEMA on all matters relating to emergency management. Work in conjunction with the Statewide Volunteer Services Coordinator to integrate volunteer services responsibilities in local emergency management activities. Assist the MERC staff as needed to support LEPCs in their planning, training and exercises. Conduct four quarterly Area Coordinator meetings/workshops annually to inform and train local officials in their duties and responsibilities. Assist local officials in the development or revision of all-hazard emergency operations plans.
  - Support the SEMA training program through participation in courses, seminars and workshops. Serve as liaison between the local governments and the SEMA exercise officer or the MERC staff, as appropriate for the conduct and evaluation of exercises. Participate in state-level exercises.
  - Complete all required paperwork accurately and in a timely manner. Participate in scheduled conference calls and internal area coordinator meetings.
  - Maintain communication with the Division Supervisor to keep him/her advised on area activities and emergencies.
  - Other duties as assigned.
  - This position has a residency requirement within 50 miles of the office location in Cameron, Missouri. Area H includes Andrew, Atchison, Buchanan, Caldwell, Clinton, Daviess, DeKalb, Gentry, Grundy, Harrison, Holt, Livingston, Mercer, Nodaway and Worth counties.
- Normal work hours are Monday - Friday, 8:00 a.m. - 4:30 p.m. However, overtime or unusual working hours may be required during an emergency event. Occasional same day or overnight travel may be required.

**Qualifications:**

One or more years of experience as an Emergency Management Officer III with the Missouri Uniform Classification and Pay System.

OR

A Bachelor's degree from an accredited college or university; and,  
Four or more years of professional and/or supervisory experience in emergency management, including disaster preparedness, response, and/or recovery operations under an established National Incident Management System.

(24 earned graduate credit hours from an accredited college or university in Business or Public Administration, Emergency Management, Communication, social sciences, behavioral sciences, and/or a closely related field may substitute for the required education and one year of the required experience.)

(A Master's degree from an accredited college or university in Business or Public Administration, Emergency Management, Communication, social sciences, behavioral sciences, and/or a closely related field may substitute for the required education and two years of the required experience.)

(Additional qualifying experience may substitute on a year-for-year basis for deficiencies in the required college education.)