

Job Opportunities

SEMA Deputy Director

Application Process

To Apply:

Send Resume and/or other materials as directed under Contact Information.

Contact Information

Gail Wolken

2302 Militia Drive

Jefferson City, MO 65102

Gail.Wolken@sema.dps.mo.gov

Phone: (573) 526-9109

Fax: (573) 526-9194

Additional Information:

To indicate your interest in this vacancy, please submit a copy of your resume and transcripts to Human Resources, State Emergency Management Agency, P.O. Box 116, Jefferson City, MO 65102. You may also send these materials to fiscalhr@sema.dps.mo.gov. Responses received after February 14th will not be considered.

Agency Website Link:

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

Job Posting Number:

15251

Opening Date:

2/1/2019

Closing Date:

2/14/2019

Vacancies:

1

Agency:

Public Safety

Location:

2302 Militia Drive

County:

COLE

City:

Jefferson City

State:

MO

Zip Code:

65102

Job Type:

Full-Time

Shift:

Day

Salary Range:

\$89,500.00 - \$93,361.00 Annual

Job Description:

This is Executive Level work assisting the Agency Director with directing, planning, developing, analyzing and coordinating programs and services for the Missouri State Emergency Management Agency (SEMA). The candidate for this position will have extensive knowledge of Federal and State Laws concerning emergency management, emergency services, and planning. Will have a demonstrated history of executive leadership. Will work closely with the Agency Director, and be

prepared to take control of the Agency as needed. Will have excellent communication skills to communicate within the agency, with all Agency Partners and DPS Leadership.

General Duties:

- Directs or assists general management aspects of policy development, program planning and coordination, and the evaluation and implementation of policy and/or organizational changes and new programs.
- Reviews and/or revises programs to ensure compliance with laws, regulations, policies, plans and procedures.
- Selects, trains, supervises and evaluates senior staff.
- Participates in conferences, training sessions, and meetings.
- Assists in the development and/or participates in the development of budget requests; monitors expenditures according to budget allocation/appropriations; recommends and/or initiates cost savings measures. May be called upon to provide legislative testimony related to Agency budgets.
- Conducts investigations and institutes special studies; prepares and/or reviews reports and related information to evaluate existing organizational policies, procedures, and practices.
- Represents and/or serves as liaison for the Agency; interacts and cooperates with federal, state, local, and community organizations.
- Provides direct supervision and management of the Senior Staff. In the absence of the Agency Director will have direct responsibility for Agency control.
- Exercises considerable initiative and judgement in planning and carrying out assignments; receives general administrative direction; work is reviewed through conferences, reports and evaluation of operational results.
- Performs other related work as assigned.
- Considerable knowledge, experience, and training using the National Incident Management System (NIMS), Incident Command System (ICS). Serves in a leadership position in the State Emergency Operation Center (SEOC) when activated.
- Assists in disaster operations, training, and exercises and actively engage SEMA employees to enhance their knowledge, skill and ability to ensure operational readiness of the SEOC.
- Ensures operational readiness of the SEOC.
- Facilitates collaboration with all emergency management partners at all levels to improve cooperation and preparedness.
- Provides accurate and effective management and supervision of numerous programs as they pertain to the Agency. Providing accurate program management, technical assistance and guidance in needed formats to various stakeholders.
- This employee may be directed to travel throughout the state as disasters/emergencies may dictate.
- Other duties as assigned.

This description may not include all the duties, knowledge, skills, or abilities associated with this position. Normal work hours are Monday-Friday, 8:00 am to 4:30 pm. However, overtime or unusual working hours are required during an emergency event. Occasional same day or overnight travel is required.