

Worcester County Job Opportunities

DEPARTMENT: DEPARTMENT OF EMERGENCY SERVICES

JOB TITLE: EMERGENCY MANAGEMENT SPECIALIST

COMPENSATION: GRADE 15/ STEP 1, \$20.73 HOURLY/\$43,118 ANNUALLY –
GRADE 15/ STEP 10, \$25.89 HOURLY/\$53,851 ANNUALLY
SALARY BASED ON QUALIFICATIONS AND EXPERIENCE

WORK SCHEDULE: NORMAL WORK SCHEDULE IS MONDAY TO FRIDAY, 8:00AM TO 4:30PM

WORK LOCATION: GOVERNMENT CENTER BUILDING, ONE W. MARKET ST. SNOW HILL, MD 21863

APPLICATION PERIOD: UNTIL FILLED

JOB SUMMARY: This position will support the comprehensive emergency management program for Worcester County. Performing professional level emergency management work inclusive of mitigation, preparedness, response, and recovery activities. Work will be performed in both the office and field settings. Requiring the use of independent judgment, mature discretion, and the ability to handle confidential information. This position will report to the Emergency Preparedness Manager.

General Requirements:

- Pre-employment background check
- Safety sensitive position subject to drug and alcohol testing
- Essential personnel subject to emergency call-back with little or no notice
- May be required to work day or evening shift, or weekends as required
- Possession of a valid driver's license and a motor vehicle history with less than 4 points

Essential Job Duties and Responsibilities:

- Participates in the development and maintenance of the comprehensive emergency management program inclusive of mitigation, preparedness, response, and recovery activities
- Develops plans, procedures, policies, and protocols related to emergency management operations
- Staffs and assists with the management of the Worcester County Emergency Operations Center during activations
- Engages in field response operations as directed
- Manages the county owned warehouse or rental space of state and county allocated resources
- Operates warehouse equipment; [i.e., pallet jack, ladders, and inventory management system]
- Manages multiple projects simultaneously, establishing and monitoring timelines successfully
- Will be assigned additional roles during emergency operational periods
- Maintains accurate inventory of equipment and supplies
- Performs recovery related support activities related to obtaining Stafford Act assistance following major emergencies and disasters
- Functions as a hazardous material response team employee under the Worcester County Special Hazards Response Team as contemplated by MD Public Safety Code § 1-202
- Communicates with departments and agencies with the County, State, and Federal Government on a regular basis
- Composes, maintains, and distributes confidential and non-confidential correspondence and reports
- Ensures confidentiality of documents/information and use of discretion when handling sensitive and privileged information
- Completes assigned tasks accurately and by established deadlines
- Establishes and maintains harmonious working relationships with co-workers, elected or appointed officials, and the public using tact, discretion, sound judgment, and professionalism

- Complies with safety programs, procedures, training, fire drills, COOP plans, etc. and works safely
- Adheres to, supports, and enforces Worcester County Government Personnel Rules & Regulations
- Performs other related duties as directed by management

Qualifications and Skills:

- High school diploma equivalent plus a minimum of 5 years of work experience in a related field
- Valid driver's license with less than 4 points
- Haz-Mat Operations Certification is preferred
- Must be able to obtain Maryland Professional Emergency Management Program certification within 12 months of hire
- FEMA Professional Development Series required prior to hire
- Must complete the National Emergency Management Basic Academy within 18 months of hire
- Must obtain deployable credentialing through Maryland under the National Qualification System for incident management or support position
- Must obtain and maintain all requirements for funded positions under the Emergency Management Performance Grant as amended from time to time by FEMA and MDEM
- Basic knowledge of nature and employment of weapons of mass destruction and natural disasters
- General knowledge of federal, state, and local governmental organizational structures and relationships, especially as related to emergency preparedness and planning
- Ability to follow verbal and written instructions; keep records and logs; complete written forms
- Able to apply acquired knowledge to increasingly varied and complex tasks
- Exceptional oral and written communication skills are necessary to successfully perform job duties
- Ability to speak clearly and concisely
- Ability to communicate effectively in writing and verbally with staff and the public
- Establish and maintain professional, personal, and harmonious working relationships with staff, agencies, and the public using tact, discretion, sound judgment, and professionalism
- Proficient computer skills in Microsoft Word, Excel, Publisher, and PowerPoint
- Ability to create and maintain spreadsheets with formulas
- Ability to prepare reports that require advanced analytical skills
- Ability to work with a sense of urgency and in stressful situations
- Ability to work effectively with minimal Supervision and direction
- Ability to meet deadlines timely
- Ability to work with and carry out the directives and policies of the County Commissioners and work harmoniously with other officials and agencies
- Ability to work in a fast-paced environment with interruptions

Safety Analysis:

Frequent talking, hearing, pushing, pulling, carrying, and lifting up to 40 lbs. This position may require constant sitting, standing, viewing, frequent talking, and hearing. Field work includes hazards that are typical of a disaster site including working in austere environments and hazards including but not limited to smoke, fire, water, hazardous chemicals, and electrical hazards. Use of Personal Protective Equipment required.

Worcester County Government Benefits Information

Worcester County Government offers its employees a comprehensive benefits package, including medical, dental, and vision insurance, paid time off, holidays, retirement plans, and much more! To learn more details about our full range of benefits, please view our Benefits Guide at <https://www.jobs.worcestermd.gov>.

Paid Time Off

Full time employees can accrue up to 248 hours of paid time off in the first year of employment starting on the first full pay period. This includes up to 80 hours of vacation, up to 120 hours of sick, and up to 48 hours of personal leave. The accrual for vacation increases after 6 years and 15 years. Unused vacation and sick leave can be rolled over annually as outlined in the policy details. Full time employees are granted 14 paid holidays in calendar year 2024.

Medical Benefits

Full time employees are eligible for medical, dental, vision, flexible spending account(s), and AFLAC voluntary plans on the first day of the month after date of hire. Please visit our on-line Benefits Guide at the link above for additional details about the plans, co-pays, and premiums.

Full time employees are eligible for county paid life insurance and long-term disability insurance on the first day of the month following six months of employment.

Retirement

All employees budgeted for 500 hours, or more will automatically participate in Maryland State Retirement effective on the date of hire, if not already retired from a Maryland State Retirement system. All employees are eligible to participate in a deferred compensation plan that offers pre-tax and ROTH contribution options. The county provides a \$1 for \$1 match of employee's contributions up to a maximum of \$1,000 per fiscal year as outlined in the plan documents.

Part Time Employees

Part time employees are eligible to participate in the deferred compensation plan on the first day of the month after date of hire. Part time employees are eligible to earn 1 hour for every 30 hours worked of sick leave (up to 64 hours). Sick leave can be taken after a 106-day waiting period.

Extras for All Employees

All employees are eligible to use the Fitness Room at the Worcester County Recreation Center at no cost. All employees have access to an Employee Assistance Program that provides telephone consultations and up to 3 face-to-face visits per year. All employees are eligible for SECU credit union membership.

For more information, please view our Benefits Guide at <https://www.jobs.worcestermd.gov> or call Human Resources at 410-632-0090.