



## **Communications and Emergency Preparedness Specialist**

AS-CEPS

Administrative Services

### **JOB SUMMARY**

This position is responsible for the development and management of programs related to emergency and disaster preparedness, response, recovery, safety, security and hazard mitigation. Increase process and procedure efficiency through workflow mapping. Coordinates drills, provides training, writes plans, and works with other agencies to develop and implement public education, emergency, and disaster management programs.

### **MAJOR DUTIES**

- Ensures consistency in messaging and design for all print, web, social media and other visual identity efforts pursued by the organization.
- Performs agency-wide workflow mapping, policy and procedure management and conducts periodic review and update with all stakeholders.
- Monitors social media for concerns, comments and questions.
- Produces public meeting live streams.
- Along with the Director of Administration and other staff, as needed, represents the JWSC in job fairs, school presentations and other community events.
- Schedules and conducts routine internal training exercises with all staff annually.
- Serves as permanent secretary on the safety council to ensure continuity in training efforts.
- Performs periodic review and update of the Emergency Operations Plan.
- Provides details of emergency preparedness related training needs for implementation by the Training and Development Coordinator.
- Develops materials for use by customers and the general public for increasing community-wide emergency preparedness.
- Coordinates joint training and public education efforts with Glynn County EMA and other partner agencies.
- During emergency response activities, serves as the Assistant Public Information Officer in the Glynn County Emergency Operations Center.
- Along with the Director of Administration and the Training and Development Coordinator, represents the JWSC as a partner in the Local Emergency Preparedness Committee.

Performs other duties as assigned.

## KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of modern office practices and procedures.
- Knowledge of agency policies and procedures.
- Knowledge of computers and job-related software programs.
- Skill in prioritizing and organizing work.
- Skill in the provision of customer services.
- Skill in the maintenance of files and records.
- Skill in the use of such office equipment as a scanner, large format printer and copier.
- Skill in oral, multimedia and written communications.
- Skill in the preparation of reports.

## SUPERVISORY CONTROLS

The Director of Administration assigns work in terms of general instructions and spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the results.

## GUIDELINES

Guidelines include agency policies and procedures. These guidelines are generally clear and specific but may require some interpretation in application.

## COMPLEXITY/SCOPE OF WORK

- The work consists of related technical and administrative duties. Inclement weather, field conditions, and frequent interruptions contribute to the complexity of the position.
- The purpose of this position is to provide administrative support for the safety, emergency preparedness and communications efforts of the JWSC. Successful performance contributes to the efficiency and effectiveness of those operations.

## CONTACTS

- Contacts are typically with co-workers, other partner agency personnel, JWSC employees, vendors, and the general public.
- Contacts are typically to exchange information, resolve problems, and provide services.

## PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, bending, crouching, or stooping. The employee occasionally lifts light objects.
- The work is typically performed in an office and intermittently outdoors, occasionally in cold or inclement weather.

#### SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

#### MINIMUM QUALIFICATIONS

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of a high school diploma or equivalent.
- College degree in public administration with a focus upon public affairs or business degree with a focus upon marketing and communications.
- Possession of or ability to obtain Basic and Advanced FEMA Public Information Officer certification or industry equivalent within 12 months of hiring.
- Sufficient experience to understand the basic principles relevant to the major duties of the position usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.