

Randolph County

Will Ellis

Randolph County Clerk
372 Highway JJ Suite 2B
Huntsville, Missouri 65259



Phone: 844-277-6555 ext 320

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Randolph County Emergency Management Director Position available

This position must have a working knowledge of the following duties:

- Coordinates and directs the planning, organization, control, and implementation of emergency management activities for the unincorporated portions of Randolph County and the City of Moberly Map Reading and GPS Location Device's
- Ensures rural addressing, mapping and other activities deemed essential to E911 effective completion and projects implementation Public Speaking
- Develops and submits annual budget for assigned functions. Directs development of and submits annual department reports to appropriate authorities.
- Directs and develops community awareness programs. Creates public education materials and conducts related programs.
- Acts as County liaison to local, State and Federal agencies and community agencies regarding Emergency Management functions.
- Maintains knowledge of appropriate rules, regulations, laws and ordinances, regarding emergency management, hazardous materials, E911, computer aided dispatch; personnel supervision; budget development and administration principles; and public relations principles and techniques.
- Reads, evaluates, and initiates appropriate responses regarding in-coming reports, directives, policies and correspondence.
- Speaks to citizens about emergency preparedness.
- Accepts hazardous chemical spill information.
- Utilizing personal computer software programs and other relevant software.
- Establishing and maintaining effective working relationships with staff, management, elected officials, vendors, outside agencies, businesses, federal, state, and regional officials, news media, community groups, and the general public.
- Exercising judgment and making decisions under pressure in accordance with rules, regulations, and policies.
- The Director is responsible for development and maintenance of up to date emergency operations plans which comply with federal and state guidelines.
- Other Administrative Duties Deemed Necessary by the County Commission and City of Moberly.

This is a Contracted position. Hours and Days per week can vary. For Full job responsibilities and requirements please contact the County Clerk's Office or City of Moberly.

For consideration for this position send a Resume to will.ellis@randolphcounty-mo.gov

DATE POSTED: November 14, 2018 wge