



Job Summary

Job Title Director of Office of Emergency Preparedness	Department Office of Emergency Preparedness	Reports to Parish President	Pay Grade 23
Starting Pay Rate \$44.35 hourly \$92,247 annually	FLSA Status Exempt	Supervisory Duties Yes	Work Environment Multiple locations; outdoors

The Director of Office of Emergency Preparedness is responsible for planning, organizing, and directing emergency preparedness and response activities within the parish. This role ensures that the parish is adequately prepared for emergencies and disasters, coordinating with various local, state, and federal agencies. This position requires onsite work in multiple locations, including after-hours.

Responsibilities

Job duties include, but are not limited to:

- Developing and updating comprehensive emergency preparedness plans
- Conducting risk assessments to identify potential hazards and vulnerabilities
- Creating and implementing strategies to mitigate identified risks
- Coordinating with local, state, and federal agencies to ensure cohesive emergency response plans
- Serving as the primary point of contact during emergencies and disasters
- Coordinating emergency response efforts with various agencies and departments
- Overseeing resource allocation and distribution during emergencies
- Developing and conducting training programs for staff, volunteers, and community members
- Organizing and leading emergency preparedness drills and exercises
- Evaluating the effectiveness of training programs and drills, making necessary adjustments
- Developing and disseminating public information regarding emergency preparedness and response
- Serving as the spokesperson for the parish during emergencies, providing timely and accurate information to the public and media
- Conducting community outreach programs to enhance public awareness and readiness
- Ensuring compliance with local, state, and federal emergency management regulations

- Preparing and submitting required reports and documentation to relevant authorities
- Maintaining accurate records of emergency plans, training, and incidents
- Overseeing the procurement and maintenance of emergency equipment and supplies
- Managing the emergency preparedness budget, ensuring efficient use of resources

Qualifications

- Bachelor's degree in Emergency Management is preferred
- Minimum of 5 years of experience in emergency management or a related field, with at least 2 years in leadership or supervisory role
- Certification in Emergency Management (CEM) or equivalent is highly desirable
- Strong leadership and decision-making abilities
- Excellent communication and interpersonal skills
- Ability to work under pressure and handle stressful situations
- Proficiency in emergency management software and tools
- Strong organizational and project management skills
- Ability to be on-call 24/7 to respond to emergencies
- Ability to work long hours, including nights, weekends, and holidays during emergencies
- Ability to perform physical tasks related to emergency response activities

OTHER DUTIES AS ASSIGNED

Employees may be assigned additional responsibilities or tasks as deemed necessary by management to meet the operational requirements of the organization.

ESSENTIAL WORKER STATEMENT

Certain positions within this classification may require incumbents to be on-call 24/7. These roles are designated as essential, and individuals may be required to report to work during emergency situations as necessary.

CERTIFICATIONS/LICENSES/REGISTRATIONS

Positions within this classification may require a valid Louisiana driver's license or a valid Louisiana Commercial Driver's License (CDL) Class A, B, or C with the necessary endorsements. If a license is required, it must be maintained for the duration of employment in this position.

ABOUT IBERVILLE PARISH

Iberville Parish Government is an administrative body responsible for governing Iberville Parish and serving the members of its community. The parish government oversees various aspects of local governance, including public services, safety, infrastructure, community services, and community development within the parish.

EEO STATEMENT

Iberville Parish Government is an Equal Opportunity Employer committed to providing equal employment opportunities to all applicants and employees without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, veteran status, or any other characteristic protected by law. Hiring decisions are based solely on

qualifications, merit, and business needs. If you require assistance during the application process due to a disability, please contact our office for reasonable accommodations.