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Disaster Services Administrator (Hybrid Eligible)

(2400074Q)

Organization : Public Safety

Agency Contact Name and Information : Alison Granger / argranger@dps.ohio.gov

Unposting Date : Jul 23, 2024, 11:59:00 PM

Work Location : EMA - EOC - JDF 2855 W Dublin-Granville Road Columbus 43235

Primary Location : United States of America-OHIO-Franklin County

Compensation : \$37.53 per hour

Schedule : Full-time

Work Hours : 7:30AM to 4:30PM

Classified Indicator : Classified

Union : Exempt from Union

Primary Job Skill : Emergency Management

Technical Skills : Emergency Management, Management

Professional Skills : Adaptability, Leading Others, Verbal Communication, Written Communication

Agency Overview



About Us:

The Ohio Emergency Management Agency is a division of the Ohio Department of Public Safety and is the state's central point of coordination for response to and recovery from disasters. When not in a response or recovery mode, our focus is to ensure that Ohio and its citizens are prepared to respond to an emergency or disaster and to lead mitigation efforts against the effects of future disasters.

We interface with local, state, and federal agencies to bring resources of recovery and support to Ohioans impacted by disaster. Our activities also include education, training, planning, and preparedness- strengthening Ohio's first responder capabilities and improving communication across the state.

Job Duties

What You'll Do:

Ohio Department of Public Safety – Emergency Management Agency

Report In Location: 2855 West Dublin-Granville Road, Columbus, Ohio 43235

Work Hours: 7:30AM to 4:30PM

(CURRENTLY HYBRID ELIGIBLE) Will report into the office 3 days a week and telework 2 day a week. Subject to change.

Under the supervision of the Operations Administrator of the Ohio Emergency Management Agency (EMA), manage state program of disaster services & emergency management through Ohio EMA Offices & staff:

- Ensure the agency's capability to respond quickly to incidents, obtain essential information & process the information for decision-making;
- Provide operational & administrative guidance, direction & coordination to regional supervisors in the delivery of assistance & guidance to local emergency management directors & local EMA;
- Develop & implement procedures to increase information sharing, common operational picture development & response capabilities of local disaster services/civil preparedness organizations;
- Develop, maintain & implement policies & procedures for prompt assessment of incident impact;
- Participate in the coordinated oversight of state & federal assistance to local governments during & after disaster activities;
- Review state & federal laws, policies & procedures relative to disaster services &/or civil preparedness & introduces necessary legislation or amendments as necessary;
- Establish priorities & supervise subordinate supervisory personnel (e.g., provide developmental opportunities & work direction, coach staff to foster development, monitor staff activities to ensure quality customer service & information technology security, evaluate performance, approve section staffing levels, recommend discipline, pre-screen applications & participate in interviews).
- Coordinate & direct regional level personnel in activities &/or Ohio EMA functional areas including but not limited to administration, communications, logistics, planning, mitigation, response & recovery; Assign & schedule projects & monitor to completion;
- Respond to & guide development of solutions to problems arising between the state or local levels;
- Ensure the design of all programs meet current & changing needs & relates to programs of other agencies;
- Provide outreach & information sharing with Ohio's 88 county emergency management agencies; Oversee & assure compliance with State Emergency Response Commission (SERC) requirements of regional staff & county Local Emergency Planning Committee (LEPC) planning districts.

- Direct, coordinate & provide technical assistance to departmental personnel & other federal, state, or local government jurisdictions in planning & evaluating projects;
 - Represent section, division or agency in meetings in or out of state with public officials, private agencies, professional & technical organizations or general public, regarding proposed or current projects & emergency management activities; Present at conferences & special events; Prepare proposals &/or speeches as assigned;
 - Draft & submit reports & prepare comments on a variety of emergency management activities; Prepare correspondence in response to inquiries & requests for information; Modify projects & programs as appropriate.
- Develop, deliver &/or assign professional training for subordinates; Coordinate & provide input into training for local, state, private & volunteer emergency management & related personnel throughout state; Coordinate & promote training programs through the Ohio Department of Public Safety (ODPS) to regional staff & county emergency managers;
- Assist with other emergency support duties to meet operational requirements;
 - Perform other duties as assigned.

Why Work for the State of Ohio

At the State of Ohio, we take care of the team that cares for Ohioans. We provide a variety of quality, competitive benefits to eligible full-time and part-time employees*. For a list of all the State of Ohio Benefits, visit our [Total Rewards website!](#) Our benefits package includes:

- Medical Coverage
- Free Dental, Vision and Basic Life Insurance premiums after completion of [eligibility period](#)
- Paid time off, including vacation, personal, sick leave and 11 paid holidays per year
- Childbirth, Adoption, and Foster Care leave
- Education and Development Opportunities (Employee Development Funds, Public Service Loan Forgiveness, and more)
- Public Retirement Systems ([such as OPERS, STRS, SERS, and HPRS](#)) & Optional Deferred Compensation ([Ohio Deferred Compensation](#))

*Benefits eligibility is dependent on a number of factors. The Agency Contact listed above will be able to provide specific benefits information for this position.

Qualifications

2 yrs. trg. or 2 yrs. exp. in assigned program area (i.e., emergency management, natural resources, environmental science, community planning, public or business administration);
4 yrs. trg. or 4 yrs. exp. in disaster services & emergency operations; must be able to

provide own transportation.

-Or completion of undergraduate major core program in emergency management, natural resources, environmental science, community planning, public or business administration; 4 yrs. trg. or 4 yrs. exp. in disaster services & emergency operations; must be able to provide own transportation.

-Or 2 yrs. exp. as Disaster Services Consultant 2, 64912; must be able to provide own transportation. Or 1 yr. exp. as Disaster Services Supervisor, 64914; must be able to provide own transportation.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

Job Skills: Emergency Management

Technical Skills: Emergency Management; Management;

Professional Skills: Adaptability, Leading Others, Verbal Communication; Written Communication

Supplemental Information

UNUSUAL WORKING CONDITIONS

Exposed to disaster sites; requires travel.

This position may be filled by lay-off or certification eligibility list if applicable.

This position is essential, meaning the duties this job performs are critical to the continued operations of the Ohio Department of Public Safety during a public safety emergency (OAC 123: 1-46-01 & DAS Directive HR-D-11). This position will be required to report for duty during any public safety emergency.

Background Information:

A BCI fingerprint check and background check, may be required on all selected applicants.

ADA Statement

Ohio is a Disability Inclusion State and strives to be a model employer of individuals with disabilities. The State of Ohio is committed to providing access and inclusion and

reasonable accommodation in its services, activities, programs and employment opportunities in accordance with the Americans with Disabilities Act (ADA) and other applicable laws.

Drug-Free Workplace

The State of Ohio is a drug-free workplace which prohibits the use of marijuana (recreational marijuana/non-medical cannabis). Please note, this position may be subject to additional restrictions pursuant to the State of Ohio Drug-Free Workplace Policy (HR-39), and as outlined in the posting.

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