



Montgomery County EMA Assistant Manager

SALARY	\$35.78 - \$48.30 Hourly \$74,422.40 - \$100,464.00 Annually	LOCATION	451 W. Third St., OH
JOB TYPE	Full-time Regular	JOB NUMBER	06023
DEPARTMENT	AS - Risk, Safety & Emergency Management	OPENING DATE	06/12/2026
INTERNAL ONLY	No		

Position Overview

Management level position in the Office of Emergency Management under the general guidance of the Emergency Management Manager (EMM) requiring proficiency in emergency preparedness planning and public administration. Assists the EMM with all internal and external operations of the county's emergency preparedness functions and programs and supervises assigned personnel. Performs the material and substantial duties of the classification more than 50% of the time.

Summary of Job Duties

Coordinates the day-to-day operations of the Montgomery County Office of Emergency Management (MCOEM) and supervises the Emergency Operations Officer. Assists the EMM with all planning activities, training activities, and financial matters. Responds to local and regional emergencies and disasters as necessary. In the absence of the EMM, the Assistant Manager represents the MCOEM to the public, political subdivisions, and media. Assists with the development of policy, database management, grant project support, and budgets. Develops, maintains, and coordinates contracts, plans, and procedures for implementation of county policies, goals, and objectives. Develops, implements, maintains, and updates emergency planning documents and response checklists for departmental and county wide use. Prepares reports and collects data on department operating status. Acts as an advisor for mitigation issues and planning; maintains inventory and all MCOEM owned emergency response equipment. Maintains inventory as assigned by Manage; maintains and all MCOEM owned emergency response equipment.

During an emergency activation, the Assistant Manager will serve in the Emergency Operation Center. In the absence of the EMM, the Assistant Manager will be responsible for running the operations of the emergency operation center including but not limited to, activating and deactivating the Emergency Operations Center, coordinating situational updates with county and state leadership, coordinating emergency resource support and disaster recovery operations, tracking requests, contacting community agencies and partner organizations, creating objectives and goals, coordinating GIS computer modeling & remote imaging requirement, and acquiring/maintaining/storing equipment and systems for emergency response. Provides advice, information, resources, and coordination support to county jurisdictions and political subdivisions during times of emergency.

Attends both internal and external departmental emergency response exercises. Develops and provides internal and external training to the department for disaster preparedness, response, and recovery. Performs outreach visits to community partners to develop and maintain emergency response posture for effective response to disasters. Prepares briefings, presentations, written correspondence, and reports on disaster preparedness guidance for the benefit of the public. Assistant Manager may be required to travel locally to attend workshops and board meetings to participate in discussions. May also be required to serve on various panels or committees (e.g., Montgomery/Greene County Local Emergency Response Council (MGCLERC) and the regional Hazmat Board).

Provides support and information to the EMM for all aspects of mitigation, planning response and recovery for Montgomery County. Assists Manager with the implementation of mandated programs of the Federal Emergency Management Agency (FEMA), the Ohio Emergency Management Agency (OEMA), and local programs.

The Assistant Manager may serve as the on-call point of contact for the department.

(Performs Related Duties as Required)

Minimum Qualifications and Requirements

Completion of core course work toward a bachelor's degree in emergency management, public administration, business administration, planning, or a related field. **OR** - High School Diploma or GED and four (4) years' work experience in disaster services, emergency response operations, grants administration, or emergency management; **OR alternative, equivalent evidence of the Minimum Class Requirements.**

Driving Requirement:

Must have a valid driver's license with an acceptable driving record.

Training and Development:

Certified Emergency Manager credential preferred.

Employer

Montgomery County

Address

451 West Third Street, 9th Floor

Dayton, Ohio, 45422

Website

<http://www.mcoho.org>