

Alabama Governor's Office of Volunteer Services

Alabama State Service Commission

Disaster Preparedness & Response Division Chief

POSITION TYPE: Full-Time, Appointed

LOCATION: Montgomery, AL

SCHEDULE: 8:00 am to 5:00 pm

PAY RANGE: \$55,375.20 - \$65,726.40

REPORTS TO: GOVS Director

APPLICATION: Resume and Cover Letter

The **Disaster Preparedness and Response Division Chief** is a full-time position with the State of Alabama in the Governor's Office of Volunteer Services. This non-merit position is in Montgomery and serves at the pleasure of the Governor. The position offers a competitive salary and state benefits including health insurance, retirement, and annual and sick leave.

The STATE OF ALABAMA IS AN EQUAL OPPORTUNITY EMPLOYER. AmeriCorps Alums and individuals with national service experience are strongly encouraged to apply.

GOVERNOR'S OFFICE OF VOLUNTEER SERVICES BACKGROUND

The Governor's Office of Volunteer Services works to increase an ethic of service and volunteerism in Alabama, strengthen the capacity of Alabama's faith and community-based organizations, and promote collaboration among individuals and organizations striving to meet some of the state's greatest needs. GOVS is the state's lead agency for volunteerism and national service and administers federal and state funding to deliver national service and volunteer programs. This includes developing and supporting a network of AmeriCorps State programs that place members in organizations to expand their capacity to meet the state's greatest needs.

As lead agency for Volunteer and Donations Management (as written in the State's Emergency Operations Plan) and State Voluntary Agency Liaison (VAL) to faith-based and voluntary agencies, GOVS coordinates volunteer response and recovery efforts for survivors by leading in the management of spontaneous unaffiliated volunteers and large unsolicited donations, coordinating the role of voluntary organizations active in disaster (VOAD), helping local communities mobilize resources and developing long term recovery committees, and assisting communities in efficient and effective recovery from disasters.

POSITION DESCRIPTION

GOVS is seeking a professional with a demonstrated commitment to emergency management and disaster preparedness and response, to join our team. He/she must be a highly motivated, self-starter who works well in a team environment. He/she must be solutions-orientated with excellent communication (both written and verbal) skills, and proficiency with MS Office and social media applications. The Disaster Preparedness and Response Division Chief is a management position at GOVS, directing the important work of Volunteer and Donations Management and serving as part of the GOVS leadership team. This position serves as the lead for all emergency management activities for GOVS, including management and program/fiscal oversight of grant funding, leading agency response activities during exercises and disasters, training and directing staff in disaster-specific roles, providing statewide training and technical assistance, and acting as the agency's Emergency Coordinating Officer.

This position will be responsible for building sustainable relationships, networks, infrastructure and programs to support and train community volunteers. This position is responsible for identifying and implementing volunteer strategies, including outreach and recruitment efforts, to build capacity for disaster preparedness, response and recovery. This position provides expertise in support of training, strategic and community development in relation to Volunteer Donations Management, the Ready Alabama Campaign, and other disaster preparedness and initiatives implemented through GOVS.

This position manages daily responsibilities of the Disaster Services division. Includes daytime travel and limited overnight travel. Must be able to travel for up to one week during disaster activations. Individual may work extended shifts at the Emergency Operations Center in Clanton, or other designated location, during state activations. Individual may also report to a Joint Field Office during the response and recovery periods of a declared disaster.

PRIMARY RESPONSIBILITIES

- Directs GOVS' Disaster Services division including supervision of staff; serve as primary Emergency Management Coordinator for GOVS at the State Emergency Operations Center (EOC).
- Assist with development of recruitment and communications strategies that promote state and national service pertaining to public safety and disaster preparedness and response.
- Develops and maintains all emergency management plans for GOVS' and develops policies and procedures related to GOVS' EOP and Continuity of Operation's Plan (COOP).
- Serve as the State Volunteer and Donations Manager as outlined in the State's Emergency Operations Plan (EOP), Support Annex I – Volunteer and Donations Management.
- Serve as State Voluntary Agency Liaison (State VAL) during all phases of a disaster. Coordinates with the FEMA VAL assigned to Alabama. Communicating information to GOVS staff and partner groups to provide resources to local communities across the state.
- Oversee and manage the Disaster Case Management Program to ensure program and fiscal oversight.
- Assist partner agencies with managing, recruiting, and training of emergency volunteers who may be called upon during times of disaster.
- Coordinate with 211 to ensure public access to information, referral, and volunteer opportunities.
- Develop and maintain capacity for management of unaffiliated volunteers at Volunteer Registration Centers through partnership with volunteer connector organizations.
- Develop and maintain coordination of donated goods (large quantity) including coordination with Alabama Emergency Management Agency, FEMA, and VOAD partners; and the opening and ongoing operations of a state donation warehouse, if deemed necessary during a disaster.
- Develops and maintains collaborative relationships with government agencies, Long-Term Recovery Committees/Groups, local and State Voluntary Organizations Active in Disasters (VOAD) and other community-based groups.
- Develops, coordinates and delivers training and technical assistance for National Service sub-grantees, other GOVS sub-grantees, government agencies/tribal groups, volunteers, community-based groups and partners on disaster preparedness and response, including volunteer and donation management.
- Manage all aspects of the Ready Alabama Campaign to include: website maintenance, social media, preparedness events, and other special initiatives related to the campaign.
- Organize Be Ready Camp and Be Ready Day events to include funding opportunities, outreach strategies and materials, coordination with schools, parents, agencies, community-based groups and other partners.
- Assist with development, coordination and implementation of GOV's state and regional events to include meetings, public awareness events, conferences and trainings.
- Other duties as assigned by the Director.

DESIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of state and federal emergency management systems and procedures
- Knowledge of leadership and management principles for effective supervision of staff and the development and implementation of organization's mission and goals
- Knowledge of volunteer programs
- Excellent interpersonal skills, and proven verbal and written communication skills
- Skill in identifying training needs, developing materials and conducting training and technical assistance

- Ability to establish and maintain effective working relationships with public and private organizations
- Ability to provide team leadership and supervision, determine work priorities, assign work, and ensure proper completion of work assignments
- Ability to take initiative and manage multiple projects at the same time, demonstrating strong time management skills
- Ability to organize data into logical formats for presentations, reports, other written materials
- Ability to solve complex problems effectively and independently
- Ability to manage contracts and special projects including assessing compliance and budgetary needs
- Ability to work long hours under stressful conditions
- Knowledge of and ability to apply relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for protection of people, data, property, and organizations

MINIMUM QUALIFICATIONS

- Minimum four years' experience in emergency management. Disaster response/recovery experience with volunteer and donations management is preferred.
- Experience working with private nonprofit and volunteer-based organizations is preferred, including faith and community-based organizations, and/or other social service sector organizations.
- Working knowledge of communication strategies and experience using multiple platforms (including social media) to share information.
- Graduation from an accredited four-year college or university with major coursework in a relevant field, such as Emergency Management, Communications, Social Sciences or Public Administration. Substantial and relevant professional/volunteer experience may substitute for required educational degree. Internships and student traineeships do not count as substantial professional experience.
- Peace Corps, AmeriCorps, or other national service experience preferred, but not required.
- Must be willing to travel. Ability and willingness to work flexible hours and travel independently within Alabama and occasionally out of state on short notice utilizing both air and ground transportation.
- Must possess a valid Alabama driver license at time of appointment.

To apply, send cover letter and resume to Info@ServeAlabama.gov. Please include Disaster Preparedness and Response Division Chief in subject line.

Closing Date: Open until filled. Interviews will begin immediately.

For more information about the office, please visit www.ServeAlabama.gov.