



Job Posting

Title: Emergency Management Officer

The Indiana State Fairgrounds in Indianapolis is accepting applications for the position of Emergency Management Officer.

This is a full-time position with state benefits including health, dental, vision and life insurance and retirement.

Position Summary

The purpose of this position is to assist the Public Safety & Logistics Director in the development, implementation, coordination and maintenance of emergency preparedness, response, recovery and mitigation plans, exercises, procedures and programs.

Essential Functions and Responsibilities

1. Conduct and maintain all-hazards identification and vulnerability assessment.
2. Participate in the design, development, implementation and maintenance of a NIMS-compliant Comprehensive Emergency Management Plan for the Commission.
3. Develop training programs and exercises for staff, first responders, vendors and partners as related to the Comprehensive Emergency Management Plan.
4. Monitor emergency management programs and operations for efficiency, effectiveness and quality to assess the strength and success of programs and implement improvements.
5. Liaison with federal, state, city and county agencies as well as other essential organizations in regards to emergency management operations and administration.
6. Ensures emergency information and instructions to the public, staff, vendors and partners.
7. Assists in the development, training and maintenance of OSHA employee safety plans and programs.

Skill Requirements

1. **Strong customer focus:** Able to demonstrate a high level of service delivery; does what is necessary to ensure customer satisfaction; deals with service failures and prioritizes customer needs.
2. **Excellent communication skills:** Able to clearly present information through the spoken or written word; reads and interprets complex information; talks with customers or clients; listens well.
3. **Strong ability to prioritize:** Able to use sound judgment in evaluating the relative urgency of various issues; appropriately classifies in terms of time sensitivity, impact, complexity, importance, etc.
4. **Strong ability to plan:** Able to manage multiple projects; determines project urgency in a meaningful and practical way; uses goals to guide actions; creates detailed action plans; organizes and schedules people and tasks.

5. **Excellent interpersonal relations:** Able to relate effectively to a wide range of people, personalities and demographics; is able to “connect” with others in a variety of circumstances so that people are able to feel a level of comfort and ease around that person.
6. **Understanding of policies and procedures:** Able to act in accordance with established guidelines; communicates and enforces organizational policies and procedures; recognizes and constructively conforms to unwritten rules or practices.

Educational/Experience Requirements

- Bachelor’s degree in related fields preferred.
- Five to seven years of related experience in emergency management.
- Demonstrated knowledge of the National Incident Management System (NIMS).
- Knowledge of procedures involved in the preparation of federal and state grant applications.
- Training in FEMA Community Emergency Response Team (CERT) program preferred.
- Demonstrated knowledge of OSHA, ANSI and NFPA guidelines and standards.

Job Complexity

This position requires substantial judgment and analytic ability requiring somewhat complex calculations, organizing information for reports and solving problems.

Supervisory Responsibilities

This position will have no direct supervisory responsibilities.

Supervision Received

This position receives general direction from the Public Safety & Logistics Director, who will establish broad departmental goals. The employee participates heavily in setting work objectives.