

Emergency Management Assistant
Creek County Emergency Management
Creek County, Oklahoma

Creek County, Oklahoma is looking for an Emergency Management Assistant to the Creek County Emergency Management Director. To be successful as an Emergency Management Assistant, one should be detailed and organized and be able to calmly manage details during a crisis.

The Emergency Management Assistant works at the direction of the Emergency Management Director and the Board of County Commissioners to:

Prepare plans and procedures for responding to natural disasters and other emergencies in compliance with federal, state, and local regulations.

Coordinate with public safety officials, elected officials, emergency organizations, and government agencies.

Conduct and/or organize emergency response training for other responders and volunteers.

Coordinate the sharing of resources, equipment, and personnel across multiple organizations and agencies to assist in responding to an emergency.

Apply for and manage federal and state funding, such as grants, for emergency management planning, responses, and recovery, and report on such activities and use of funds so allocated.

Review local emergency operations plans and mitigation plans and revise and/or update such plans as necessary.

Assist the Emergency Management Director in field work, including 24/7 on-call activities coordinating disaster response activities.

Preparing emergency situation reports during a disaster or emergency and effectively communicating such reporting to the public, public officials, and internal and external agencies.

Prepare and analyze damage assessments and reports following disasters or emergencies.

Perform other related duties as assigned.

A successful applicant should be able to demonstrate computer skills such as proficiency with Microsoft Office (Word, Excel, PowerPoint, and Outlook email), data entry, document drafting, and have education, training, and/or experience which enables competent performance of the job functions of this posting. Applicants must have the following minimum requirements: a valid Oklahoma Driver's License, and a High School diploma or G.E.D. The selected applicant must successfully complete emergency management training courses provided by Oklahoma Emergency Management.

If interested, please contact Covey Murray at 918-227-6358 or email cmurray@creekcountyonline.com. Please include resume and cover letter to apply.