



# MISSISSIPPI COUNTY OEM/911 DIRECTOR & FLOOD PLAIN ADMINISTRATOR

## GENERAL DESCRIPTION OF POSITION

The Mississippi County Office of Emergency Management/911 mission is keeping county residents educated, informed, and prepared for potential disasters, as well as to liaise and coordinate efficient, effective and fast disaster response when disasters do occur. Additionally, the office is the County's lead officer when communicating with other agencies and governmental entities of all levels regarding disaster response. Lastly, the office also coordinates the 911 addressing needs of the County, including coordinating with the Arkansas GIS Office to maintain standardized mapping of Mississippi County. The position reports to the County Judge and is a Monday-Friday (32.5-hour) work week in addition to being on-call for emergencies.

The complete list of duties for this position is lengthy, therefore, to obtain a complete job description, please send an email to Mr. Tom Henry, Public Affairs Director, at [publicaffairs@mississippicountyar.org](mailto:publicaffairs@mississippicountyar.org) or stop by the County Judge's Office, located at 200 West Walnut, Room #206, Blytheville, AR 72315 during office hours.

## QUALIFICATIONS

To perform this job successfully, an individual must be able to satisfactorily perform each duty listed in the complete job description. The requirements listed in the complete job description are representative of the knowledge, skill, and/or ability required.

## EDUCATION AND EXPERIENCE

High school diploma required. College degree preferred. OEM/911 experience preferred, but not required.

## HOW TO APPLY

To send a resume, request an application, seek more information or to apply for this position, please contact Mr. Tom Henry, Public Affairs Director, at [publicaffairs@mississippicountyar.org](mailto:publicaffairs@mississippicountyar.org) .

## **Emergency Management/911 Coordinator Job Duties:**

### **OEM:**

- Coordinates with emergency responders, law enforcement departments, government agencies and disaster response organizations such as the Red Cross to ensure that assets and resources are deployed efficiently, effectively and swiftly.
- Keeps the public informed of impending dangers/events by sending out code reds and maintaining an active social media presence.
- Acts as the liaison between federal, state and local agencies and affected communities when applying for disaster relief. Additionally, the OEM/911 Director also prepares status, needs and preliminary damage assessments for all emergency situations.
- Plans/implements community outreach programs that assist with public, governmental and private sector disaster response protocol training.
- Develops/maintains a countywide system that mitigates, prepares for, responds to, and recovers from disasters.
- Prepares/maintains a plan that alerts/informs the public, assesses conditions, activates volunteers, supports emergency response and facilitates restoration/recovery.
- Identifies areas prone to natural disasters and develops detailed preparedness plans that comply with federal, state and local regulations.
- Identifies and applies for federal and state grants.

### **911:**

- The County 911 Coordinator is responsible for keeping the 911 database current and for providing timely updates of the county's 911 database telephone information to the Arkansas GIS Office.
- The County 911 Coordinator should field all 911 issues from the public, county responders or from the dispatch center.
- All changes to a 911 responders' notification process shall be disseminated through 911 coordinator to dispatch center(s) and all necessary entities.
- All mutual aid requirements from surrounding counties where counties share responders should be maintained as part of the 911 Coordinator's information package.
- The County 911 Coordinator should work closely with the Arkansas GIS Office in the area of county mapping to ensure that the state has a uniform mapping program and that the county is using a standard to maximize the efficiency of a 911 response.
- The County 911 Coordinator must adhere to all current 911 standards and guidelines.
- Coordinates and ensures compliance with 911 addressing ordinance, addressing standards and standard operating procedures.
- Serves as the point-of-contact for municipalities, county departments, developers, engineers and the general public for 911 addressing and street naming.
- Reviews county site development plans/subdivision plans and assigns site addresses.
- Interprets surveys, maps, site plans, aerial photographs or topographic maps to aid addressing by way of county maps and grid system.

- Utilizes GIS based software to review appropriate projects and identify any discrepancies.
- Prepares and distributes updates to county, municipal, other public agencies and utilities.
- Ensure that street signs are ordered for all applicable county roads.
- Assigns road numbers/addresses for new development within unincorporated areas of county.
- Conducts field surveys of all new construction prior to address assignment, when applicable.
- Coordinates activities with utility companies, county and municipal agencies and public safety agencies.
- Responds to all inquiries/complaints regarding address assignment or discrepancies.
- Properly maintains and cleans the department's county vehicle.
- Performs other related duties as assigned.

#### **LOCAL FLOODPLAIN ADMINISTRATOR**

- The Floodplain Administer is responsible for implementing the community's local floodplain ordinance and ensuring that the community is complying with minimum NFIP standards and enforcing any locally imposed higher stands.
- Require, review and evaluate floodplain development permit applications for all development located in a Special Flood Hazard Area (SFHA). This includes minor development (fences, accessory structures, grading, et al) that may not require building permits.
- Provide information related to the Base Flood Elevation and answer general questions about floodplain/floodway boundaries.
- Review elevation certificates for completeness and accuracy. Identify deficiencies before accepting as part of a development application.
- Review development plans and specifications for compliance with the floodplain ordinance.
- Discourage development in the floodplain when alternatives are possible and restrict development in the floodway (if allowed by local ordinance) to that which will not cause a rise in the elevation of the base flood. Review engineering analyses to ensure local regulations are being met.
- Advise applicants of other state, federal or local permits or necessary approvals when developing in an SFHA.
- Notify FEMA of any changes to watercourses within County limits.
- Inspect floodplain construction to verify location relative to the floodplain/floodway and ensure compliance with local floodplain ordinance.
- Educate community members and local officials about floodplain management.
- Ensure building officials are aware of building code requirements regarding floodplain development.
- Maintain complete documentation and records of all floodplain activities. Records should be maintained indefinitely.
- Investigate violations of the floodplain ordinance and initiate corrective action.