



Elmore County EMA

8917 US Highway 231
Wetumpka, AL 36092

Elmore County is accepting applications for the following full-time position:

EMA Specialist I

Starting pay for this position is \$18.50/Hr.

Interested applicants may submit resume and application by email or in person:

Elmore County Emergency Management

8917 US Highway 231

Wetumpka, AL 36092

kbarnett@elmoreco.org

Applications will be accepted Monday through Friday 8:00am - 4:30 pm.

Elmore County is an Equal Opportunity Employer.

Closing date for acceptance: 08/05/2026 @ 4:00pm

Job Summary

This individual will work under the administrative direction of the Director and/or Deputy Director of the Elmore County Emergency Management Agency, 8917 U.S. Highway 231, Wetumpka, AL. Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs. This individual will perform highly specialized and operational work developing, coordinating, and implementing plans, programs, and systems for disaster preparedness and emergency management; assists in developing and maintaining programs for the County for natural, man-made, and technological disasters; updates and coordinates local plans; assist with preparing plans; emergency planning, planning educational activities; grant applications; grant management; implementing emergency management programs; public outreach; delivers training along with local and regional Emergency Management organizations; makes regular contact with representatives of a variety of government, not-for-profit, volunteer agencies, businesses, and the public; administrative activities of the office; updates the agency website; updates and maintains agencies social media pages; maintains databases; perform preventive maintenance on equipment; be available to provide assistance in time of practice emergency exercises, true emergencies, and disasters; and other duties as assigned. Frequently works non-standard hours. Must be willing to attend training courses and conferences as required. Some overnight and out-of-town travel may be required. Remains on call as Duty Officer as assigned at designated times. Responsible for the effective accomplishment of all assigned tasks, within the scope of duties and span of control delegated to the Emergency Management Specialist I, to include routine/daily duties, special projects, short-notice tasking, and supplemental support deemed appropriate and necessary by the Director.