

Emergency Management Administrator 2 – Middle Region

Position Description:

The Tennessee Emergency Management Agency is currently accepting resumes for the position of Emergency Management Administrator 2 located in Nashville, TN. Under general supervision, implements, coordinates, and monitors emergency management programs in conjunction with federal, state, local, and non-governmental organization stakeholders to protect lives, property, and environment. Supports regional activations in response to disasters caused by natural, man-made, and technological hazards. Works to improve the planning and organization of local governments in coordination with the Local Emergency Management Director. Monitors and administers programs and funds for preparedness, response, mitigation, recover, and homeland security. Assists local governments in meeting guidelines for improving emergency management planning and response. Provides technical assistance to federal, state, local, and non-governmental organization stakeholders on the following: hazardous materials, multi-hazard planning for schools, search and rescue, incident command, hazard mitigation, grants management, EMPG finance and budgeting, debris management, donations management, volunteer management, and shelter management Acts as the liaison between local and state government before, during, and after disasters. Assists in developing and maintaining county all hazard related operational plans. Collaborates with federal, state, local, and non-governmental organization stakeholders on the facilitation of workshops, conferences, seminars, and training courses. Prepares and instructs a variety of courses relating to search and rescue, Hazardous Materials, Incident Command Systems, Damage Assessment, etc.; delivers such courses to state, local, and non-governmental stakeholders. Submits situation reports, updates, and/or requests for additional emergency assistance to the Emergency Operations Center. Coordinates visits to emergency or disaster sites by federal or state officials to ensure the continuity of emergency response. Provide direct geospatial support for damage assessment, search & rescue, and hazmat incidents. Additionally, an employee in this class may be required to work variable work schedules, be on call 24-hours a day, and work in hazardous environments.

Individual Requirements:

Familiarity with emergency management at the state and local level. Demonstrated competency with interpersonal, cognitive reasoning, and problem-solving skills. Ability to anticipate changing priorities and proactively prepare adjustments to schedules, anticipate needs during absences, and ensure work responsibilities and commitments will be met. Understanding of business and management principles involved in strategic planning, resource allocation, human resource modeling, leadership technique, production methods, and coordination of people and resources. Can coordinate resources to get things done and can orchestrate multiple activities at once to accomplish a goal. Uses resources effectively and efficiently to accomplish the mission. Knowledge and understanding of principles used to

describe geographical features, including physical characteristics, locations, interrelationships, and distribution of plant, animal, and human life in relevance to the state of Tennessee. Understanding of Tennessee Codes Annotated in reference to emergency management, local government, law enforcement, military, and emergency services.

Essential Job Duties:

Provide leadership, coordination, and direction to middle regional staff responsible for emergency management and response operations for the Tennessee Emergency Management Agency across a 33-county region.

- Supervise eight District Coordinators and one Administrative Assistant, ensuring effective personnel management, performance accountability, and operational readiness.
- Develop, manage, and serve as the primary implementation authority for the Emergency Management Performance Grant (EMPG), ensuring compliance with federal, state, and agency requirements.
- Manage and operate the Regional Coordination Center (RCC) during emergency activations, coordinating support for local governments and facilitating interagency and state-level response operations.
- Ensure regional staff are trained, equipped, and prepared to respond to all hazards—both natural and man-made—through planning, training, exercises, and operational response, including but not limited to severe weather, search and rescue operations, and hazardous materials incidents.

Preferred Qualifications:

Graduation from an accredited college or university with a bachelor's degree in a relevant field.
OR

Qualifying full-time work in a public safety related field or at the military grade of the E-6 level or above, may be substituted for the required education, on a year-for-year basis, to a maximum of four years.

OR

Graduation from an accredited college or university with an associate's degree AND experience equivalent to four years of full-time work in a public safety related field or at the military grade of the E-6 level or above.