



215 South Market Street, Lisbon, Ohio 44432

Phone: 330-424-9725 - Fax: 330-424-9267

Job Title: Emergency Management Specialist

Effective Date: December 2025

NATURE OF WORK

Under the direction and supervision of the Columbiana County Emergency Management Agency (CCEMA) Director, the Emergency Management Specialist will implement, evaluate and update the County Emergency Management Plans, assist in the preparation and administration of State and Federal emergency management grants along with developing short-and-long range plans in emphasizing the importance of preparedness and effective response to emergencies, and provide assistance to the CCEMA Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are not intended to serve as a comprehensive list of all duties performed in this role, only a representative summary of the primary duties and responsibilities. Other duties may be assigned to meet the operational needs of the CCEMA:

- Assists in developing, administering and coordinating a comprehensive all hazards program of emergency management including planning, response, recovery and mitigation activities.
- Assists with and performs duties associated with the Beaver Valley Nuclear Power Station (BVPS) and the Radiological Emergency Response Plan (RERP).
- Assists with planning, organizing and executing local Emergency Management and Homeland Security activities, confer as necessary with the State emergency management agencies and with neighboring emergency management communities to assure that activities are an integral and coordinated part of the overall County, State, and National programs.
- Assists with grant resources to include writing grants and ensuring monies are spent within the scope and specifications of the grants' intended purpose. Solicits input from public safety officials and emergency first responders for resource requests or future expenditures for equipment, maintenance, supplies, etc.
- Provides assistance to community entities in their efforts to secure federal assistance.
- Assists in developing and maintaining an emergency preparedness education programs including preparing public education materials, brochures, articles in newspaper(s), seasonal hazard information supplements in newspaper(s), and public service announcements, organizing school programs, family and neighborhood self-help programs, special population programs, business and industry programs, government employee programs, and volunteer organization programs. Conducts outreach through professional associations, community organizations and local community events.
- Assists in coordinating all hazardous materials training requests.
- Assists with planning and coordinating the required LEPC annual exercise.
- Assists with inventory and maintenance of supplies and equipment.
- Provides on-site assistance in the event of emergencies and natural disasters.
- Performs other duties as may be assigned by the CCEMA Director and/or Deputy Director.

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WORKING ENVIRONMENT

The Emergency Management Specialist mainly works at the CCEMA office with regular on-time attendance required. However, the Emergency Management Specialist will be required to occasionally work off-site or in outdoor environments under various weather conditions as needed during training, exercises, emergencies or natural disasters. Work is generally completed on a regular scheduled basis, however attendance at meetings or completion of work outside of normal schedule is occasionally required. Extended periods of concentration and sedentary work at a workstation are required.

GENERAL REQUIREMENTS

- Must be able to work outdoors, and capable of climbing, bending, and standing for extended periods of time.
- Must be able to lift at least fifty (50) pounds.
- Must be able to work in-person Monday through Friday between the hours of 8:00 a.m to 4:00 p.m; however, will be subject to call-outs to work during nights and weekends in the event of an emergency or natural disaster.
- Must be available to attend meetings and trainings held outside regular business hours.
- Must be available for occasional out-of-town travel.
- In the event of an emergency or natural disaster, must be able to travel and work on-site.
- Possess a general working knowledge of the Columbiana County Emergency Response Network. (Law Enforcement, Fire/EMS, Specialty Response Teams, etc.)
- Must possess high school diploma or equivalent.
- Must possess a valid driver's license.
- Preferred emergency management, first responder or radiological experience.