

Job Title: Emergency Management Officer  
Lafayette Parish Office of Homeland Security and Emergency Preparedness  
Location: Lafayette, LA  
Department: Office of the Mayor-President  
Salary Range: \$21.18 - \$31.76 (DOE)  
Position Type: Full Time  
**Applications Must Be Received By: 9/30/2024 – 10/13/2024**

**Division Overview**

The Lafayette Parish Office of Homeland Security and Emergency Preparedness (Lafayette OHSEP) is directly responsible for the organization, administration, and operation for homeland security and emergency preparedness subject to the direction and control of the mayor-parish president under the general direction and control of the governor and the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP).

**Position Overview:**

To maintain the Lafayette OHSEP in a daily state of readiness and assist in preparing standard operating guidelines and procedure documents that provide situational awareness to all stakeholders for preparedness, prevention, response, recovery, and mitigation activities, including the Lafayette Parish Emergency Operations Center (Lafayette Parish EOC).

**Qualifications**

**Minimum Qualifications:**

A baccalaureate degree, plus one year of professional level experience in emergency management, homeland security, emergency preparedness, fire service, law enforcement, emergency medical service, military service or similar fields, or an equivalent combination of education, training, and experience.

**Substitutions:**

Six years of full-time work experience in any field may be substituted for the required baccalaureate degree only.

A master's degree in any field may be substituted for the two years of required work experience. Substitutions.

Candidates without a baccalaureate degree may combine work experience and college credit to qualify as follows:

- A maximum of 90 semester hours can be combined with experience to qualify.
- 15 to 29 semester hours credit will substitute for one year of experience.
- 30 to 44 semester hours credit will substitute for two years of experience.
- 45 to 59 semester hours credit will substitute for three years of experience.
- 60 to 74 semester hours credit will substitute for four years of experience.
- 75 to 89 semester hours credit will substitute for five years of experience.
- 90 or more semester hours credit will substitute for six years of experience.

College credit earned without obtaining a baccalaureate degree can be substituted for a maximum of six years full-time work experience. Candidates with 90 or more semester hours of credit, but without a degree must also have at least two years full-time work experience to qualify.

**NOTE:**

Any college hours or degree must be from a school accredited by one of the following regional accrediting bodies: the Middle States Association of Colleges and Secondary Schools; the New England Association of Schools and Colleges, Incorporated; the North Central Association of Colleges and Secondary Schools; the Northwest Association of Secondary and Higher Schools; the Southern Association of Colleges and Secondary Schools; the Western Association of Schools and Colleges.

**NOTE:**

Any college hours or degree must be from an accredited college or university.

**Preference may be given** to applicants with certified completion of the following FEMA Independent Study Courses.

- IS 100.C Introduction to Incident Command System
- IS 700.B Introduction to the National Incident Management System
- IS 200.C Basic Incident Command System for Initial Response
- IS 800.D Introduction to the National Response Framework

**Position Qualifications:**

- Background developing and updating emergency plans and supporting procedures.
- Competent writing, editing, and proofreading skills.
- Strong organizational skills.
- Ability to work well under pressure and meet deadlines.
- Possess strong verbal and communication skills.
- Strong analytical skills
- Ability to work independently.
- Effective interpersonal skills.
- Computer literate with proper knowledge about MS Office, emails, communication, and business tools.
- Attention to the details.
- Ability to plan, organize, coordinate and serve as a liaison with Emergency Support Functions (ESF), state agencies, parishes, regional authorities, and nongovernmental civic groups to strengthen response and recovery capabilities.
- Ability to understand Federal, State, and local laws, rules and regulations that apply to the FEMA programs.
- Must be able to work 12 hour shifts and beyond for extended periods during emergencies, which may be frequent.

**Key Job Responsibilities:**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this position. The omission of an essential function does not preclude the Mayor-President from assigning duties not listed herein if such functions are a logical assignment to the position.

- Assists in the preparation and maintenance of an all hazards emergency operations plan and keep it current.
- Researches grant opportunities to accomplish division goals.
- Prepares and submits the parish's critical infrastructure assets reports are submitted to the appropriate state and federal authorities as required.
- Advises supervisor and/or upper management on all situations as needed
- Monitors the State WebEOC and assists in processing resource requests and situation reports submitted via phone and through WebEOC.
- Assists in the formulation of Lafayette OHSEP policies and procedures.
- Participates in training courses and exercises.
- Works in the Lafayette Emergency Operations Center during activation with the ability to work 12 hour shifts or longer for extended periods.
- Works extensively with PowerPoint, Excel and Word documents.
- Maintains or revises as necessary, jurisdiction wide all hazards emergency operations plan consistent with CPG 101 v. 3.
- Supports integrated planning strategies through the use of planning workshops with parish, state and non-government organizations stakeholders.
- Supports exercise development, design, workshops, seminars and other functional exercises to increase emergency planning and improvements.
- Supports training and facilitation of training requirements.
- Serves as a liaison with Emergency Support Functions, state agencies, parishes, regional authorities, and nongovernmental civic groups.
- Serves, as necessary, on committees, panels, task forces, and other inter- or intra-agency groups and activities on behalf of the Lafayette OHSEP as assigned.
- Establishes and maintains working relationships with federal counterparts, state agency professionals and managers, city and city-parish government officials, volunteer and civic groups, and private industry.
- Works with State and local stakeholders to support the after-action reviews and improvement plans.
- Participates in related training programs on how to develop Incident Action Plans and Unified Command Briefs, completing courses, workshops, seminars, and other training to keep abreast of emergency planning issues and concepts of local, state, and FEMA training and exercises.
- Serves on the Lafayette Crisis Action Team as needed.

**How to Apply:**

Qualified candidates are invited to submit their resume, a cover letter, and professional references to [applicant@LafayetteLA.gov](mailto:applicant@LafayetteLA.gov) include "OHSEP Emergency Management Officer" in the job interest subject line.