

### Class Concept

This is administrative and managerial work in directing the activities either of the Information/Plans, Logistics, Recovery, Resiliency, Risk Management, Operations, or Administration sections within the Division of Emergency Management in the Department Public Safety (NCDEM). Each section is comprised of a number of separate but independent branches. These branches are grouped in a manner to best meet the needs of the citizens; local, state and federal stakeholders; and the NCDEM. Each Assistant Director may supervise up to 100 individuals, depending upon the specific section assignments.

Under the administrative direction of the Emergency Management Director, employees of this classification determine the work procedures, establish priorities, make changes in the units to achieve the goals expected of the division, and perform other duties as required. Employees participate with the Emergency Management leadership in making decisions and determining the overall planning efforts of the division.

Based on the scope of programs established for the division, these employees direct the development of response plans and training courses for emergency events and direct the development and coordination of operational activities during emergency situations. Employees are responsible for developing and interpreting policies and procedures and establishing the goals and objectives of the sections. Employees participate in major planning, response, recovery and mitigation activities and operations throughout the State.

### Recruitment Standards

#### Knowledge, Skills, and Abilities

- Knowledge of the services offered by State and local agencies.
- Considerable knowledge of the Federal and State laws, regulations, and guidelines that apply to emergency management operations.
- Considerable knowledge of budget and grants management.
- Thorough knowledge of the practices and procedures for planning and responding to a variety of emergency situations.
- Ability to direct and organize the activities of professional employees.
- Ability to communicate effectively in oral and written form.
- Ability to work under high pressure for extended periods of time.
- Ability to establish and maintain effective working relationships.

#### Minimum Education and Experience

Bachelor's degree in business, urban or regional planning, emergency management, or a field related to the area of assignment from an appropriately accredited institution and seven years of experience directing emergency planning or response activities including two years of supervisory experience; or an equivalent combination of education and experience.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.