

### Class Concept

This is administrative and managerial work in directing the Division of Emergency Management in the Department of Public Safety in its statewide preparedness, response, recovery, and hazard mitigation activities. Under the general direction of the Secretary of the department, the employee as chief executive officer, establishes long-range goals and objectives of the division, develops program policies, and coordinates the planning and implementation of related activities with the services of State and local agencies. Employees in this class oversee the administration and allocation of Federal funds. Employees in this class are responsible for promoting the implementation of emergency management programs by local governments and serving as the State Coordinating Officer during major response and recovery efforts.

### Recruitment Standards

#### Knowledge, Skills, and Abilities

- Thorough knowledge of the objectives of Federal and State emergency planning and response programs.
- Thorough knowledge of Federal and State laws and guidelines that apply to emergency management operations.
- Thorough knowledge of services available through State and local agencies.
- Considerable knowledge of budget and grant management.
- Ability to interpret and apply laws relating to emergency management activities.
- Ability to direct and organize the activities of professional employees.
- Ability to work under pressure for extended periods of time.
- Ability to communicate effectively in oral and written form.
- Ability to establish and maintain effective working relationships.

#### Minimum Education and Experience

Bachelor's degree in business, urban or regional planning, transportation planning or a related field from an appropriately accredited institution and eight years of experience in directing emergency planning or response activities including three years of supervisory experience; or an equivalent combination of training and experience.