

Class Concept

This is managerial work in directing the activities of programs in the Division of Emergency Management. Employees in this class determine work procedures, establish program goals and deadlines, organize the sections to achieve established goals, and perform related work as required. Employees in this class participate with the management team in establishing the overall program mission of the Division and in making decisions and establishing policies for the Division. Employees in this class are responsible for ensuring that the operations and expenditures of the sections are within the grant and operational budget guidelines and regulations. Employees in this class participate with the Emergency Management Director or Emergency Management Deputy Director in emergency and disaster events that require decisions as to program changes and allocation of resources and funds. Employees in this class perform under the administrative direction of the Emergency Management Deputy Director.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of the practices and procedures for planning and responding to a variety of emergency situations.
- Considerable knowledge of Federal and State laws, regulations, and guidelines that apply to emergency management operations.
- Knowledge of services offered by State and local agencies.
- Ability to direct and organize the activities of professional employees.
- Ability to train and evaluate the work of others.
- Ability to assess emergency and disaster situations and work in extremely stressful situations 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 from an appropriately accredited institution and six years of experience directing emergency planning or response activities including two years of supervisory experience; or an equivalent combination of training and experience.