

Class Concept:

Employees in this class are responsible for developing, implementing and administering statewide emergency management programs supporting all-hazard preparedness, response, recovery, and hazard mitigation for emergencies as defined by NCGS 166A-19.3(6). Functions to administer assigned programs may involve administrative, technical assistance, public outreach, interagency coordination, research, policy development, and others as required.

Employees of this class will typically serve as a subject matter expert or technical lead in area of assignment, with specialized and/or technical knowledge of the specific hazard, emergency management program, or field. Work may also involve responsibility for coordinating, developing, implementing, and evaluating plans, policies and procedures for special emphasis emergency programs or services provided by the division. Performs varying amounts of deliberative planning functions.

Employees may also be task-assigned to provide more generalist support for other program areas as needed, including participating in major disaster response and recovery operations. Employees in this class normally perform under the administrative and technical supervision of an Emergency Management Supervisor or Emergency Management Section Manager but may be located in other work units organizationally.

Recruitment Standards

Knowledge, Skills, and Abilities

- Expert knowledge in the primary area/focus of assignment.
- General knowledge of services offered by State and local agencies.
- Ability to communicate effectively in oral and written form.
- Ability to work under pressure for extended periods of time.
- Ability to establish and maintain effective working relationships.

Minimum Education and Experience

Bachelor's degree from an appropriately accredited institution and one year of progressively responsible emergency management, emergency services, or other professional experience directly related to the area of assignment; or an equivalent combination of training and experience.

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