

### Class Concept

Employees in this class develop State and local emergency plans or provide assistance with the day-to-day planning, organizing, and training, response, recovery, and mitigation efforts at the state and/or local government level. Employees coordinate projects and negotiate programs with the federal, state, and local government; and participate in major preparedness, response, recovery and mitigation operations. Work involves overseeing and reviewing a variety of planning functions for emergencies as defined by NCGS 166A-19.3(6); or providing information, guidance, and technical planning assistance in writing, adopting and enforcing program regulations that comply with Federal and State requirements. Employees provide input and monitor budget; provide training for staff; and review, evaluate and coordinate field operations with Emergency Management Area Coordinators. Employees in this class participate with the management team in establishing the scope of work for the division based on the planning and program priorities identified by Federal and State laws, guidelines and public concern. Employees in this class perform under the administrative direction of the Emergency Management Deputy Director,

### Recruitment Standards

#### Knowledge, Skills, and Abilities

- Thorough knowledge of analytical planning techniques applied in the research and analysis of information pertaining to emergency/disaster events.
- Considerable knowledge of and ability to interpret Federal and State legislation, regulations, guidelines, and policies related to Emergency Management programs.
- Considerable knowledge of the principles and methods of state and/or local government organization and administration.
- Considerable knowledge of services offered by State and local agencies.
- Ability to organize, direct and evaluate the work of professional and office support staff.
- 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 four years of experience in developing emergency operations and/or strategic plans, or emergency management response and/or recovery operations; or an equivalent combination of training and experience.