

### EMERGENCY MANAGEMENT SECTION MANAGER

**DESCRIPTION:** Under administrative direction, develops, implements and directs emergency management planning, preparedness, training, exercise and disaster mitigation programs; establishes policies and procedures to comply with State and Federal laws and requirements; administer funds for various programs; supervise a work unit of four or more staff including at least three professionals; performs related work as required.

**EXAMPLES OF WORK:** (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Coordinates agency programs for local emergency management organizations.

Conducts on-site visits to provide local officials with advisory assistance in the implementation of local preparedness programs and operating procedures; develops program procedures for raising the preparedness levels of local emergency management organizations.

Coordinates training, education and public information programs for local emergency management organizations.

Advises local governments in the development of their local civil protection and operating plans to ensure conformity and unity of State and local plans.

Plans, coordinates, conducts and evaluates emergency management tests and disaster exercises.

Develops concepts, procedures, methodology and formats for community plans to ensure the systematic and comprehensive preparation of each plan and subsequent integration into the overall state-wide plan.

Develops the annual budget and operation plan for a particular civil defense program and monitors program expenditures to identify unusual or excessive expenditures so that sufficient funds are available to meet program goals and objectives.

Plans, assigns and directs the work activities of subordinate professional staff and clerical staff to facilitate attainment of program objectives, to ensure the consistent application of administrative and program policies, procedures and standards, and to facilitate coordination of program activities with other units and/or programs within the agency.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:** (These may be acquired on the job and are needed to perform the work assigned.)

Knowledge of: the functional relationship between the federal, state and local emergency management organizations; the state statutes pertinent to emergency management; emergency management planning and operations; management principles; the technical literature pertinent to emergency management programs; the proper channels for dissemination of program information.

Ability to: interpret and apply emergency planning and operations rules and regulations; organize

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and coordinate program activities with federal, state and local agencies; effectively interact with state and local governments, volunteer and private organizations, and other Emergency Management Agency staff; implement emergency operations plans and direct/coordinate rescue and survival activities; evaluate emergency situations and make sound recommendations based on current weather or disaster conditions and personnel/resources available to meet demands.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance, and/or other evaluations.)

Knowledge of: emergency management organizations and organizational structures; principles and practices of urban, community and regional disaster planning; the methods and techniques of gathering and analyzing statistical data.

Ability to: analyze and apply statistical data to program requirements; direct project activities relative to program goals; accurately evaluate the feasibility of project plans; communicate effectively.

JOB PREPARATION GUIDELINES: (Entry knowledge, skills and/or abilities may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.)

Post high school coursework/training in one or more of the following areas: political science, public administration, regional/urban/community planning, disaster planning, public safety program planning, transportation planning, military science, or statistics and experience in any of the following areas: government planning, military operations, public relations, Emergency Management planning/operations, or private/industrial operations management.

SPECIAL NOTE

Incumbents in this class are assigned as agency Duty Officer as needed. When serving as Duty Officer, incumbents must be available for emergencies on a 24-hour basis for a seven-day period. At all other times, incumbents must be available for duty around the clock in the event of an emergency or natural disaster.