

DESCRIPTION: Under general direction, independently develops, implements, and administers the Nebraska State Emergency Management recovery, preparedness and/or operational programs. Directs a large section of multiple units within the Nebraska Emergency Management Agency (NEMA) through Section Manager(s). Establishes policies and procedures to comply with State and Federal laws and requirements.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This is the third level of the Emergency Management supervisory series, the other two are: Emergency Management Unit Supervisor and Emergency Management Section Manager. Positions at this level are removed from the day-to-day operations and provide strategic, long-term direction. Positions at this level may assume operational oversight of NEMA in the absence of the Assistant Director.

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.)

Plan, assign and direct the work activities of professional and support 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.

Analyze and apply statistical data to program requirements; direct project activities relative to program goals; accurately evaluate the feasibility of project plans; communicate effectively; interpret and apply emergency planning and operations rules and regulations; organize 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.

Lead the implementation of the continuous quality improvement activities required to address customer requirements and program delivery issues for the Nebraska Emergency Management Agency; collaborate with Section Managers and Unit Supervisors to implement continuous quality improvement training and assist with the documentation of performance measures; develop progress reports, dashboards, or other documents to identify the status of work projects, program delivery, or quality improvement goals.

Collaborate with the Assistant Director to develop or update the NEMA 5-Year Strategic Plan and associated annual performance objectives; track and monitor progress on goals and objectives.

Provide direction and oversight related to the administration of the Emergency Management Accreditation Program and collaborate with the Accreditation Program Manager to address policy and procedure issues, documentation of proofs of compliance with accreditation program standards, coordinate annual program assessments, and ensure agency activities align with accreditation standards.

Plan, organize, coordinate and administer the State Emergency Response Plan and monitors oversight of agency activities related to the update or revision of Local Emergency Operation Plans.

Plan, organize, assign, schedule, and approve the activities and work of assigned staff to include federal grant program delivery and management of fiscal activities associated with all grant programs.

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Instruct assigned staff on administrative, technical, and security/safety policies and protocols; explains application of policies and procedures to specific work assignments and circumstances.

Recommend training to improve the skills and proficiency of assigned staff members; attends conferences and training to keep current with program requirements and other administrative duties.

Review and monitor media releases, agency website information, social media posts, and other community outreach activities related to the emergency management program in compliance within established Agency guidelines.

Perform other duties as assigned by the Assistant Director.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: administration, supervision, and management principles and their application to assigned employee performance, work products, and work assignments; budget analysis methodologies, requirements, and procedures; agency policies, procedures, work rules, practices and labor contract provisions; techniques for planning, scheduling and coordinating the work of designated sections; the principles and techniques of effective human relations; and oral and written communications; information system planning and management techniques; program analysis and evaluation methodologies; and Nebraska statutes and rules; the organization and operation of the Nebraska Emergency Management Agency, State and Federal emergency/disaster programs, statutes and regulations, and current developments in work place emergency/disaster preparedness and response.

Skill in: the application of principles and techniques of public communications; effective oral and written communications practices to all emergency management activities.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need assistance in the selection process should request this in advance.)

Bachelor's degree in public administration, community and regional planning, emergency management, business administration, economic development, military science, behavioral science or closely related field; **AND** four years' experience in one or more of the following areas: emergency management planning/operations, regional/urban/community planning, disaster planning, public safety program planning, business or public administration, federal grant management, government planning, military operations, private/industrial operations management. Experience can be substituted for education on a year for year basis.

SPECIAL NOTE:

Positions in this classification are required to complete specific FEMA training within six months of employment and/or completed at the discretion of the Assistant Director.

State agencies are responsible to evaluate each of their positions to determine the individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).