

### EMERGENCY MANAGEMENT UNIT SUPERVISOR

DESCRIPTION: Under administrative direction, develops, implements, and directs state, local, and regional emergency management and Homeland Security planning, response and recovery programs; coordinates grant processes, planning processes, and ensures that work conducted is in line with administrative strategy; establishes policies and procedures to comply with State and Federal laws and requirements; and performs administrative supervisory duties for first line staff in assigned section.

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.)

Implements and supervises the overall planning process for the State of Nebraska Emergency Operations Plan (SEOP) in conjunction with the Emergency Support Function Coordinator (ESFC) of the other State agencies.

Supervises the review and maintenance of the generic Local Emergency Operation Plan (LEOP) for compliance of state and federal rules and regulations. Supervises that review, updating and maintenance of state public assistance plans, the State Hazard Mitigation Plan, the State NIMS Implementation Plan and or the State Exercise Evaluation Program.

Supervises the scheduling of the agency Program and Planning Specialists for agency division work activities not limited to LEOP/SEOP revisions, hazard mitigation programs, public assistance programs, training programs and exercising programs. Position will support Section Supervisors and be knowledgeable in all agency programs; Buffer Zone Protection Program, State Communications Plan, National Infrastructure Protection Plan, Emergency Management Performance Grants and State Hazard Mitigation and Public Assistance Grants.

Drives the planning process for Continuity of Operations Plans/Continuity of Government (COP/COG)

Directs the oversight of the Urban Area Security Initiative (UASI) made up of Washington, Sarpy and Douglas Counties and the Metropolitan Medical Response System (MMRS) in both the Lincoln and Omaha areas.

Drives the review and update of the Nebraska Homeland Security Strategy under the guidance of the Homeland Security Policy Group.

Conducts the review of the Homeland Security Grant program and oversees preparation of the annual grant application.

Drives the writing of the State Homeland Security Investment Justifications in conjunction with the Homeland Security Planning Team and Senior Advisory Group.

Prepare and deliver the guidance to the state agencies and PET regions for the State Homeland Security Grant Program and investment justifications.

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Direct the Homeland Security Planning Team, Training and Exercise Team through the review process of the investment justifications and make recommendations to the Policy Group for the award of grant funds.

Direct the completion and future updates of the State Communications Interoperability Plan (SCIP).

Drive the application and award of the Public Safety Interoperable Communications (PSIC) Grant Program.

Oversee the state integration into and use of the Homeland Security Exercise Evaluation Program.

Oversee the operational functions of the state emergency operations center.

Responsible for review, update of the State Hazard Mitigation Plan every three (3) years.

Responsible for annual NIMCAST Certification.

Files all appropriate planning, response and recovery reports with FEMA and the Department of Homeland Security.

Assigns and approves all work activities of at least 3 front line staff in carrying out the NEMA emergency management and homeland security program

Serve as coordinator for the other state agencies Emergency Support Function personnel in the State Emergency Operations Center.

Serve as the back-up for the Emergency Operations Center Operation Officer/this position is filled by an Emergency Management Section Manager.

Serve as manager of the week supervising within the Management rotation for the Duty Officer and back-up Duty Officer.

Serve as liaison with local officials for NEMA in time of disaster.

Serve as NEMA representative and Emergency Management Section Supervisors and or the Assistant Director on various committees from other state agencies such as Bio Terrorism, Pandemic Influenza, Contagious Animal Disease, Bird Flu, or Behavioral Health.

This position can be assigned to other duties to carry out the agency emergency management and homeland security activities.

Other related duties as assigned

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

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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 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 KNOWLEDGES, 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: collect, assemble, and analyze facts and draw conclusions to recommend solutions to problems; identify and interpret program requirements, policies, and regulations to provide guidance and advice; organize and present facts and opinions orally and in writing.

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.)

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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.