

Specification for Class of

EMERGENCY MANAGEMENT PROGRAM COORDINATOR

Abolished Effective June 1, 2005

Definition: In the Military Department, Emergency Management Division, independently performs professional level emergency management or telecommunications duties under the general direction and guidance of higher level staff and/or management.

Distinguishing Characteristics: This is the fully qualified working level. Incumbents perform a variety of professional level tasks in the development, implementation and/or delivery of emergency management services within a program(s), project(s) and/or functional area(s) such as plans, exercises, education, training, telecommunications and/or emergency operations. Incumbents are fully responsible for the delivery of services within their assigned area(s) of responsibility. Incumbents in this class may be assigned related budget, accounting, or contracting responsibilities.

Emergency management is the preparation, mitigation, response and recovery activities inherent in managing potential or actual natural or technological hazards and disasters. The phases of emergency management are: (1) preparedness, which is the planning and preparation that occurs before and in anticipation of an emergency or disaster; (2) mitigation, which is the act of lessening or eliminating hazards before an emergency occurs; (3) response, which is the implementation of the preparedness function, use of operational plans, warning systems, activation of resources, and mobilization of personnel; and (4) recovery, which is the immediate and often long-term process of dealing with the aftermath of a disaster.

Incumbents in this class serve in the Emergency Operations Center or at other locations as may be assigned during exercises, emergencies, disasters, and/or other occurrences.

Typical Work

Coordinates emergency management programs, projects, functions, or activities, or portions thereof, internally and with other state agencies, local jurisdictions, federal agencies, the private sector and other states or countries;

Develops, delivers, or evaluates emergency management training and/or education activities throughout the state in support of state and local emergency management programs;

Develops, evaluates, implements, or coordinates emergency management plans in support of local and state emergency management programs;

Performs liaison activities to provide assistance in support of state and local emergency management programs;

As a shift Duty Officer in the Emergency Operations Center initiates and coordinates emergency response services to include emergency notification, logistics management, resource coordination, warning dissemination and Emergency Action Plan implementation;

Develops, implements and monitors financial or other agreements between the state and other public and private entities;

Develops telecommunications and warning plans and procedures; integrates telecommunications plans and procedures into the state comprehensive emergency management plan;

Plans, coordinates and administers the development and employment of radio/wireless, telephone, microwave, and/or computerized components of the emergency management telecommunications system;

Coordinates the development, maintenance and repair of specialized radio, telephone, microwave, and/or power generation equipment;

Performs related duties as required.

Minimum Qualifications:

For program positions:

Two years of experience as an Emergency Management Program Assistant; **OR**

A Bachelors degree AND two years of professional level experience in emergency management, financial management (grant, contracting, claims management, budgeting), training/education, public information/affairs, *program/project management, environmental analysis or

planning, civil/structural engineering, legislative affairs, and/or urban planning.

Additional qualifying experience will substitute, year for year, for the education requirement. A Masters or Ph.D. degree will substitute for one year of the experience requirement.

*NOTE: Qualifying Program/Project management is defined as:

Directing, coordinating, monitoring and evaluating a project or program having a specific goal to be achieved within a specific time frame.

For telecommunications positions:

Two years of experience as an Emergency Management Program Assistant in a telecommunications position; **OR**

A Bachelors degree in telecommunications, business administration or other appropriate field AND three years of experience in either: (1) planning, designing and implementing one or more telecommunications systems, networks or voice/computer systems applications; or (2), planning and coordinating the maintenance and repair of telecommunications system and power generation equipment.

Additional qualifying experience to include administering, installing or maintaining telephone, radio and/or microwave systems will substitute, year for year, for education.

New class: 07-10-98

Revise minimum qualifications: 9-14-01