

Specification for the class of

EMERGENCY MANAGEMENT SECTION SUPERVISOR

**Abolished Effective June 1, 2005**

Definition: In the Military Department, Emergency Management Division, supervises professional level emergency management staff and oversees section operations.

Distinguishing Characteristics: Incumbents have overall responsibility for the development, implementation and/or delivery of emergency management services for those programs, projects and/or functional areas assigned to the section. A section is a formally established organizational element approved by the appointing authority.

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 supervise a section of professional staff performing multi-functional emergency response and/or recovery activities in the Emergency Operations Center (EOC) or in a Disaster Field Office, as directed, during exercises, disasters, and/or other occurrences.

Typical Work

Supervise staff who plan, organize, direct, coordinate and control one or more emergency management projects/programs or who deliver emergency management related services;

Develops and maintains cooperative relationships with other government entities, the business sector, community organizations and/or local, state and federal officials in support of emergency management projects/programs/goals;

Develops, prepares and monitors reports, proposals, grants and budgets for designated emergency management projects/programs;

Develops, negotiates and monitors contracts with public and private entities to include local governments and community organizations:

Develops policy positions related to projects/programs;

Drafts legislation as appropriate to support projects/programs;

Prepares testimony for legislative hearings;

Represents agency at professional, local, state, regional, or national meetings related to projects/programs;

Performs related duties as required.

#### Minimum Qualifications

##### For program positions:

One year of experience as an Emergency Management Senior Program Coordinator; **OR**

A Bachelors degree AND five 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, 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:

One year of experience as an Emergency Management Senior Program Coordinator in a telecommunications position; **OR**

A Bachelors degree in telecommunications, business administration or other appropriate field AND six years of experience in either: (1) planning, implementing and administering one or more telecommunications and warning systems, networks and/or office automation systems; or (2), designing, engineering and implementing one or more telecommunications and warning systems.

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

New class: 07-10-98

Revised minimum qualifications: 9-14-01