

CLASSIFICATION: CHIEF EMERGENCY MANAGEMENT SPECIALIST

Class Code: 1760-25

Date Established: 02-14-86

Occupational Code: 7-5-3

Date of Last Revision: 7-17-15

Exempt Status: Exempt

BASIC PURPOSE: To supervise the operation of a section within the Office of Emergency Management with responsibility for coordinating, developing and implementing program objectives, policies and procedures.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Supervises the daily operation of a section and assures the section's readiness for activation in the event of an emergency.
- Supervises the operation of a number of related agency programs or organizational units with responsibility for evaluation of employee work performance and for providing training.
- Coordinates with other Emergency Management supervisors in order to provide constant response capability on a round-the-clock basis during emergencies.
- Coordinates with the Federal Emergency Management Agency and other federal agencies to assure availability of federal resources as needed on a day-to-day basis or during an emergency.
- Supervises the development and deployment of emergency operation plans with state agencies and local governments to assure maximum efficiency and effectiveness in response during an emergency and the recovery period.
- Supervises the implementation of Emergency Management programs to insure that adequate resources will be available to respond to emergencies and to monitor compliance with program policies.
- Prepares reports evaluating program effectiveness and recommends changes in policies and methods.
- Reviews proposed manuals and informational material to insure consistency and conformance with the overall objectives and policies of the assigned program area.
- Supervises the development of on-going training and public education programs in order to orient emergency responders and the general public to their responsibilities and roles in the event of technological or other emergencies.

DISTINGUISHING FACTORS:

Skill: Requires skill in analyzing and interpreting data, policy and procedures OR in using equipment in order to arrive at logical conclusions or recommendations.

Knowledge: Requires logical or scientific understanding to analyze problems of a specialized or professional nature in a particular field.

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Impact: Requires responsibility for achieving direct service objectives by assessing agency service needs and making preliminary recommendations for the development of alternative short-term program policies or procedures. Errors at this level result in incomplete assessments or misleading recommendations causing a disruption of agency programs or policies.

Supervision: Requires direct supervision of programs or of employees doing work which differs from the supervisor, including disciplining employees, solving personnel problems, recommending hiring and terminating employees, and developing work methods. The supervisor in this position manages a working unit or section with responsibility for employee performance appraisal.

Working Conditions: Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements and little risk of hazard to physical or mental health.

Physical Demands: Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

Communication: Requires reviewing summaries and reports and making management level decisions to solve problems or to achieve work objectives as well as articulating and expressing those solutions and goals. This level also requires formal presentations of solutions and goals to employees and the general public to increase the responsiveness of the agency toward the demands of its client system.

Complexity: Requires coordinating a combination of diverse job functions in order to integrate professional and technical agency goals. This level also requires considerable judgment to implement a sequence of operations or actions.

Independent Action: Requires independent judgment in planning and evaluating work procedures and in supervising the development of professional, technical and managerial standards under administrative direction and according to broad departmental guidelines.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a recognized college or university with a major study in business or public administration, public relations, government, economics, statistics or a field related to Emergency Management. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Five years' experience in emergency management activities requiring the development, coordination and implementation of emergency plans, at least three years of which shall have been in an administrative or supervisory capacity requiring considerable contact with the public. Each additional year of approved work experience may be substituted for one year of required formal education.

License/Certification: Possession of a valid New Hampshire driver's license and/or have access to transportation for statewide travel.

RECOMMENDED WORK TRAITS: Knowledge of the recognized practices, theories, techniques and methodology relating to emergency planning, evaluation and the collection of statistical material. Knowledge of the techniques of public communications and of public relation methods used to promote interest in a program. Knowledge of basic trends and current developments relative to problems relating to disaster and Emergency Management planning. Ability to supervise other professional employees involved in Emergency Management planning and response. Ability to prepare and present reports. Ability to develop a plan and work schedule for planning projects. Ability to apply established practices, theories, techniques and management in specifically defined areas. Ability to understand and interpret data such as economic, business, census population, etc. Ability to maintain effective working relationships with fellow employees, volunteers and other government officials. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.