

**CLASSIFICATION:** ASSISTANT CHIEF EMERGENCY MANAGEMENT SPECIALIST

**Class Code:** 0265-23

**Date Established:** 12-06-93

**Occupational Code:** 7-5-3

**Date of Last Revision:** 7-17-15

**Exempt Status:** Non-Exempt

**BASIC PURPOSE:** To assist the Chief Emergency Management Specialist or an administrator acting as Section Chief in supervising the operations of a section within the Office of Emergency Management with responsibility for coordinating program objectives, policies and procedures.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

- Supervises the section staff in the absence of the section chief including training, coaching, observing and evaluating their work performances.
- Assists both risk and host communities in the development, implementation, updating and exercising of their emergency management plans.
- Coordinates communications capabilities of emergency response activities at state and local levels for technical accuracy and compatibility relating to alert and notification systems.
- Schedules, conducts and coordinates training programs with other agencies for emergency related activities affecting state and local emergency response personnel.
- Assesses the availability of state and local emergency management resources to meet both statutory requirements and federal regulations.
- Supervises the monitoring and coordination of the Vermont Yankee and Seabrook Station portion of the NH Radiological Emergency Response Plan.
- Acts under the section chief to implement the Comprehensive Cooperative Agreement (CCA) within the agency and to assist in the CCA negotiations with the Federal Emergency Management Agency to provide federal funding for emergency functions.

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**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.

**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 summarizing data, preparing reports and making recommendations based on findings which contribute to solving problems and achieving work objectives. This level also requires presenting information for use by administrative-level managers in making decisions.

**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 objective assessment in analyzing and developing new work methods and procedures subject to periodic review and in making decisions according to established technical, professional or administrative standards.

#### **MINIMUM QUALIFICATIONS:**

**Education:** Possession of a Bachelor's degree from a recognized college or university with 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:** Four 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 administrative work 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:** Must be eligible to hold a New Hampshire driver's license and/or have access to transportation for use in statewide travel.

**RECOMMENDED WORK TRAITS:** Considerable knowledge of methods of organization, planning, management and supervision. Considerable knowledge of governmental structures and resources. Knowledge of teaching and training methodology. Knowledge of radiological detection and decontamination processes and techniques. Knowledge of group dynamics. Knowledge of the background and objectives of federal, state and local emergency management programs. Knowledge of the use of the facilities and systems required in controlled operations. Knowledge of radioisotopes and their presence in and effect on air, water, soil and organisms. Ability to supervise professional employees involved in emergency management planning and response. Ability to plan and organize programs through the use of volunteers. Ability to obtain data and write reports. Ability to obtain data and write reports. Ability to plan and direct the use of resources and manpower. Ability to evaluate situations and make decisions. Ability to communicate effectively. Ability to establish and maintain effective working relationships with federal, state and municipal officials, co-workers and the public. 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.