

CLASSIFICATION: FIELD REPRESENTATIVE I, EMERGENCY MANAGEMENT/COMMUNICATIONS

Class Code: 4370-19

Date Established: 08-21-92

Occupational Code: 7-5-3

Date of Last Revision: 7-17-15

Exempt Status: Non-Exempt

BASIC PURPOSE: To coordinate technical and organizational assistance to communities in preparing for, responding to, and recovering from natural, manmade and other disasters.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Assists in the arrangement of conferences and delivers speeches regarding emergency telecommunications.
- Assists local community officials in developing, implementing, updating and exercising emergency operations plans.
- Studies emergency telecommunications plans to determine effectiveness and compliance.
- Reviews potential hazards within the locale of communities to coordinate specific emergency response procedures.
- Advises local government officials and personnel on emergency procedures and methods.
- Coordinates annual municipal emergency preparedness budgets which includes training, actual exercises, and administrative costs. Makes recommendations and endorses local request for equipment and materials purchased for the Emergency Management assistance program at the community level.
- Observes and evaluates local emergency response exercises in order to measure the effectiveness of community emergency response plans, including telecommunications emergency response.
- Promotes local interest and needs in emergency management programs for communities by facilitating meetings with civic, social, and educational groups.

DISTINGUISHING FACTORS:

Skill: Requires skill in recommending routine changes in standardized operating procedures OR in retrieving, compiling and reporting data according to established procedures OR in operating complex machines.

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

Impact: Requires responsibility for contributing to immediate, ongoing agency objectives by facilitating the direct provision of services to the public or other state agencies. Errors at this level result in inaccurate reports or invalid test results and require significant investment of time and resources to detect.

Supervision: Requires partial supervision of other employees doing work which is related or similar to the supervisor, including assigning job duties, providing training, giving instructions and checking work.

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.

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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 explaining facts, interpreting situations, or advising individuals of alternative or appropriate courses of action. This level also requires interviewing or eliciting information from state employees or members of the general public.

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: Bachelor's degree from a recognized college or university. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Two years' paraprofessional or technical experience in emergency management activities, public relations or a related field, one year of which shall have been in promotional 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: Valid New Hampshire driver's license.

RECOMMENDED WORK TRAITS: Knowledge of the techniques of public communications. Knowledge of public relations methods used to promote interest in a program. Ability to organize activities of volunteer workers. Ability to coordinate the activities and demands of groups and agencies. Ability to prepare and present both oral and written reports. Ability to establish and maintain effective working relationships with fellow employees and volunteers. Ability to maintain poise and operate effectively in emergency situations. 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.