

CLASSIFICATION: FIELD REPRESENTATIVE II, EMERGENCY MANAGEMENT/COMMUNICATIONS

Class Code: 4371-21

Date Established: 08-21-92

Occupational Code: 7-5-3

Date of Last Revision: 7-17-15

Exempt Status: Non-Exempt

BASIC PURPOSE: To monitor the coordination of technical and organizational assistance to communities in preparing for, responding to, and recovering from, natural, manmade and other disasters; and to manage and promote one or more federal or other emergency prepared programs.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Provides technical assistance and monitors the development, implementation, and testing of emergency operations plans for local communities.
- Analyzes the potential hazards facing a community with local emergency management officials to ensure effective emergency response procedures are in place.
- Recommends strategies for recruiting, training, and assigning local citizens in response activities.
- Assists local emergency management officials with the development of ordinances pertaining to hazardous materials and disaster mitigation programs.
- Conducts, coordinates, participates and evaluates local and state-sponsored emergency management exercises and drills.
- Coordinate the review of emergency communications systems and alert and notification systems for local communities.

DISTINGUISHING FACTORS:

Skill: Requires skill in developing formats and procedures for special applications OR in investigating and reviewing the use of equipment and data for a specialized function.

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 direct supervision of other employees doing work which is related or similar to the supervisor, including scheduling work, recommending leave, reviewing work for accuracy, performance appraisal, or interviewing applicants for position vacancies.

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.

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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: Four years' paraprofessional or technical experience in emergency management activities, public relations, or a related field, at least two years of which shall have been providing assistance to individuals and/or communities in preparing for, responding to, and recovering from natural, manmade or other disasters or related experience managing and promoting emergency preparedness programs. 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.