



CLASS SPECIFICATION

Class Code: 9401
Date Est: 11/87
Last Rev: 2/2004
Last Title Chg:
FLSA: Exempt

EMERGENCY MANAGEMENT ADMINISTRATOR

DEFINITION

Under administrative direction, plans, organizes, implements, monitors and evaluates the Washoe County Emergency Management Program to provide for the safety and protection of people and property; provides direction during disaster or emergency situations; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Education equivalent to graduation from an accredited college or university with a Bachelor's Degree in Public Administration, or a closely related field, and two years of emergency management program experience; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

Possession of a valid driver's license.

SUPERVISION EXERCISED

Exercises direction over professional and support staff assigned to the Emergency Management Program.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Plan, coordinate, supervise, and implement a variety of emergency, crisis, and disaster plans.

Coordinate activities of the Regional Emergency Operations Center in handling major emergency and disaster events, including coordination of public agency staff assigned to the Regional Emergency Operations Center.

Cooperate with local, county, state and federal officials, and private organizations, individuals and other resources in the preparation and implementation of emergency management plans.

Establish networks of cooperating public and private agencies to enhance mitigation, emergency preparedness, response, and recovery activities in accordance with county ordinances, state statutes, and federal regulations if applicable.

Plan, coordinate, develop, and implement networks, linkages, taskforces, and interest groups for crisis response and recovery in accordance with county ordinance, state statutes, and federal regulations if applicable.

Assist the business community and local industry with developing emergency, crisis, and disaster plans.

Plan, conduct, and participate in public agency, business, and industrial staff training for more effective emergency responses and recoveries.

Plan, conduct, and coordinate emergency and disaster training and exercises.

Develop, recommend, and interpret Federal, State, and Washoe County emergency response and recovery, and homeland security laws, policies, rules, and regulations.

Develop and administer grants in the areas of emergency preparedness, emergency management, and homeland security.

Develop goals, objectives, priorities, and standards for the establishment and implementation of warning notifications and disaster care systems for crises.

Coordinate media relations plans, procedures, and exercises to prepare for emergencies.

Plan and coordinate the development of critical resource inventories.

Provide emergency preparedness and homeland security information materials for the public, businesses, and government agencies.

May suspend licensing requirements for persons whose services are required to implement emergency plans.

Develop and administer the Emergency Management Program budget, developing projections for staffing, materials, and services requirements and recommending and justifying additional staff, equipment, and services.

Evaluate operational performance, reviewing work methods and procedures and developing and implement changes in work processes to enhance efficiency and effectiveness.

Supervise assigned staff, determining work performance standards, conducting performance evaluations, providing direction to staff, conducting employment interviews, and handling disciplinary problems.

Represent the Program, explaining policies and goals to the public, elected officials, and other government agencies.

Represent the Board of County Commissioners and County Manager on all matters pertaining to the program.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Department/program policies and procedures.

Countywide personnel policies such as Affirmative Action, sexual harassment, discrimination, and EEO.

Computer software specific to the department/program.

Functions and capabilities of various public and private organizations in response, relief, and recovery programs.

Federal, State, and local laws, codes, and regulations applicable to emergency management and homeland security in Washoe County.

Grant programs and processes of the Federal Emergency Management Agency (FEMA), the Office for Domestic Preparedness (Homeland Security Department), the State Emergency Response Commission (SERC), and other emergency management grant programs.

Washoe County budget processes and pertinent policies and procedures of other County departments (e.g., Purchasing, Finance, Risk Management).

All hazards and their analysis, risks assessment and vulnerability analysis in Washoe County, the immediate region, eastern California and western Nevada.

Ability to:

Supervise personnel, including training, assigning and reviewing work, administering discipline, and conducting performance evaluations.

Plan, coordinate, and direct the operations of the Emergency Management Program to achieve established goals and maximize efficiency and effectiveness.

Entry Level (*Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.*)

Knowledge of:

Principles and practices of management and supervision, including program planning, implementation, and administration.

Principles and practices of emergency management, including emergency preparedness, emergency response, disaster recovery and hazard mitigation.

Principles and practices of the Incident Command System as applied in an emergency operation center.

Principles of budget preparation, fiscal accounting, and purchasing supplies in emergency periods.

The danger potential of disaster and emergency situations and appropriate responses and recovery systems.

Training methods and systems.

Continuous improvement concepts and principles.

Ability to:

Develop and administer the Program budget.

Interpret, understand, and apply technical reports, statutes, rules, and regulations.

Evaluate work priorities, procedures, and processes to determine their effectiveness and efficiency.

Communicate effectively both orally and in writing.

Evaluate operational or emergency preparedness problems or situations, develop sound conclusions, and make effective decisions and/or recommendations.

Maintain cooperative and productive working relationships with Department staff, management staff, elected officials, the general public, and representatives of other public and private agencies.

Make presentations and represent the Washoe County Emergency Management Program in various public forums such as County Commission meetings, public meetings, etc.

SPECIAL REQUIREMENTS

(Essential duties require the following physical skills and work environment.)

Ability to sit for extended periods. Ability to frequently stand, and walk. Ability to lift and move objects weighing up to 50 lbs. Corrected hearing and vision to normal range. Verbal communication ability. Ability to use office equipment including computers, copiers, TV's, fax machines, radios and transmit/receive radio equipment, and telephones. Work is performed in an office environment. Regular contact with other staff and the public.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.

Approved WERCCS Job Evaluation Committee

Date February 25, 2004