

EMERGENCY SERVICES MANAGER

Nature of Work: Under general direction, administers and directs a division of the Office of Emergency Services. Performs related work as required.

Examples of Work

- Supervises and directs division staff to ensure completion of program goals.
- Prepares reports to appropriate federal and state authorities.
- Establishes and maintains operational liaisons with federal, state, local, private, and volunteer agencies with emergency management responsibilities and capabilities.
- Represents the agency at federal, state and local meetings and conferences.
- Administers Emergency Management Assistance funding to local governments.

Knowledge, Skills and Abilities

- Knowledge of the objectives of federal, state, and local emergency preparedness and response programs.
- Knowledge of federal and state laws and regulations pertaining to emergency preparedness.
- Knowledge of budget and grants management.
- Ability to plan, assign and supervise the work of others.
- Ability to interpret and apply laws relating to emergency management activities.
- Ability to establish and maintain effective working relationships with staff, state, federal, and local officials, and the general public.
- Ability to communicate effectively both orally and in writing.

Minimum Qualifications

- Training:** Graduation from an accredited four-year college or university.
- Substitution:** Non-supervisory experience as listed below may be substituted for the required training on a year-for-year basis.
- Experience:** Five years of full-time or equivalent part-time paid experience in emergency management, federal program management, or military service, one year of which must have been in a supervisory or administrative capacity.
- Substitution:** Masters degree may be substituted for two years of the above listed non-supervisory experience.

Established: 8/19/93
Effective: 4/1/94