EMERGENCY SERVICES MANAGER


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