

SENIOR EMERGENCY MANAGEMENT SPECIALIST

The following class specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

DEPARTMENT: Emergency Management

REPORTS TO: Emergency Management/9-1-1 Center Director

CLASS SUMMARY

Supervises the work of the emergency management specialist, serves as back-up in the absence of the director, and performs emergency management preparedness and response functions in the areas of hazardous materials incidents, including biological warfare/terror agents; radiological/nuclear incidents; and natural disasters.

DISTINGUISHING CHARACTERISTICS

The Emergency Management Specialist is the first of a two level emergency management specialist series. The Senior Emergency Management Specialist classification is distinguished from the Emergency Management Specialist by its responsibility of supervising the emergency management specialist and serving as a back-up to the director in his/her absence.

TYPICAL CLASS ESSENTIAL DUTIES

- Supervises staff to include prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; and making hiring, termination, and disciplinary recommendations.
- Assumes lead role in crisis response and management of Emergency Operations Center (EOC) and serves as back-up in the director's absence.
- Formulates and analyzes emergency plans for intentional or accidental incidents (biological, chemical or radiological) and natural disasters.
- Interprets and serves as authority on federal, state, and local regulations regarding hazardous materials use and disposal.
- Participates in the development of assessment and response guidelines to hazardous materials.
- Conducts training and response exercises.
- Trains emergency personnel in the field of radiological incident management.
- Supports field response activities pertaining to the mission statement of the department.
- Creates, writes and maintains emergency plans, policies, procedures, and grants; supports committee activities; and projects budget needs.
- Assists in developing and oversees projects involving public or private partnerships.
- Conducts official briefings to the media.
- Maintains records.
- Performs other duties of a similar nature or level.
- Performs work during emergency/disaster situations.

POSITION SPECIFIC DUTIES

None

SENIOR EMERGENCY MANAGEMENT SPECIALIST**KNOWLEDGE AND SKILLS**

Knowledge of:

- Hazardous materials inventory reporting and preplanning;
- Principles of ionizing radiation and standard response protocols;
- Contingency planning;
- Radio spectrum and public safety radio systems (Emergency Management position);
- Safety principles;
- EPA and OSHA regulations in the area of hazardous materials;
- NIMS/ICS;
- General knowledge of public health, environmental health or industrial hygiene, including risk assessment and abatement strategies to hazardous materials including infectious, chemical and radiological;
- Toxicology; biological, chemical or radiological weapons of mass destruction; principles of epidemiology; water and food safety; and the basics of microbiology desired (Health position).

Skill in:

- Using computers and applicable software;
- Writing plans and procedures;
- Develop training programs;
- Conducting training seminars;
- Supporting mass casualty response events;
- Supporting CBRNE-related incidents and outbreak investigations (Health position);
- Operating equipment such as direct reading monitors, sampling devices, digital cameras and recorders and the selection and use of personal protective equipment, e.g., respirators and protective clothing (Health position);
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, stakeholders, and the general public, etc. sufficient to exchange or convey information and to receive work direction.

TRAINING AND EXPERIENCE

Bachelor's degree in Emergency Management or related field and 3 years emergency management field and administrative work experience; or an Associate's degree in Emergency Management or related field and 5 years emergency management field and administrative work experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING/CERTIFICATION

- Valid North Carolina Driver's License;

Must obtain within one year of hire:

- North Carolina Division of Emergency Management Certification Level 1;
- National Association for Search and Rescue water and land basic certifications;
- Basic CPR certification;
- First Responder certification;
- Hazardous Material Operations Level 1;
- Radiological Response Team certification.

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PHYSICAL REQUIREMENTS/WORKING CONDITIONS

Typically requires standing, walking, fingering, talking, hearing, seeing, and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

May be subjected to chemicals and travel.

GENERAL INFORMATION

FLSA Status: Non-exempt

Class Spec Established/Revised: E08/09