

**Classification Title: Emergency Management Team Leader**

FLSA Status: Non - Exempt

**BRIEF DESCRIPTION:** Responsible for ensuring the safety of the public by providing leadership to the agency and the community on emergency management and public safety issues. Assists the Director in providing support and leadership to Emergency Management programs including Homeland Security, fixed nuclear facility programs, Local Emergency Planning Committee, Hazardous Materials and various outreach programs with the public and other government organizations.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.*

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	M	Assist in the provision of core emergency management services through various programs and partnerships with the community including nuclear power plant off-site planning, Homeland Security Program, Local Emergency Planning Committee (LEPC), Hazardous Materials program and collateral emergency management programs. Oversees interaction with employees, periodic attendance at essential meeting pertinent to the program(s), regular staff meetings, review of products produced by other team members/employees, evaluation of planning activities impact on real events.
2	S	Assist in the development, establishment of and maintenance of divisional core missions/functions assuring those missions/functions are consistent with Emergency Management principals, state statutes, local ordinances and Wake County policies.
3	S	Assists the Director in continually evaluating employees' workloads, schedules and administrative needs including on-call schedule, vacations, business trips, employee attitude, mental and physical health relative to employment. Maintains staffing levels for the EOC (Emergency Operations Center) and assure positions and schedules are fulfilled. Supervises and directs EOC personnel which includes individuals up to the Department Head level of other departments within Wake County, municipal governments and representatives from certain sectors of the private sector.
4	S	Assures that broad emergency management and public safety goals are met through strategic planning across multiple program areas.

**CLASSIFICATION REQUIREMENTS:**

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Education	Bachelor’s degree in Government, Public Administration, Emergency Management or related field.
Experience	Five years in Emergency Management
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	HazMat Awareness, Forklift Operator, HazMat Operations, Class B Non-CDL.
Reading	Advanced
Math	Intermediate
Writing	Advanced
Managerial	Receives General Direction.
Budget Responsibility	Prepares documents and does research to justify language used in documents for a department. May recommend budget allocations.
Supervisory / Organizational Control	Work requires functioning as a lead worker performing essentially the same work as those directed and includes overseeing work quality, training, instructing, and scheduling work.
Interpersonal / Human Relations Skills	Work requires regular contact with individuals and may require providing advice to others on specific issues and/or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light	Medium X	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Emergency response vehicles, heavy fork lift, pallet jacks, radios, office equipment, emergency response equipment, ArcMap (GIS), Word, Excel, Project, Notes, Adobe, VNC, VPN, Mobility, Windows, Web browser, power point, Visio, Web EOC, CAMEO, ALOHA

PRIMARY WORK LOCATION	
X Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors	Other

**PROTECTIVE EQUIPMENT REQUIRED:**

Steel toed shoes, all weather clothing, Class D uniform, PPE, radiological and other emergency response equipment