

Classification Title: Emergency Management Specialist

FLSA Status: Non-Exempt

BRIEF DESCRIPTION: Develops plans for preparedness, response, mitigation and recovery to natural or technological disasters, including domestic terrorism preparedness, in order to provide for the safety and security of citizens. Plans and develops teamwork with local first responder agencies, municipalities, state and federal partners through training, exercises and interagency infrastructure to effectively respond to any type of emergency.

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	Responds to incidents or incident scenes, serving as Shift Duty Officer, and assists in the coordination of emergency events, providing expert technical support in health and safety strategies for the protection of first responders and the general public involving items such as hazardous material spills, school violence incidents, natural weather events, missing persons, traffic or transportation accidents or terrorism.
2	L	Coordinates public safety issues and projects identified through forums, disasters and individuals. Participates with community leaders in developing necessary plans, training, drills and operating procedures.
3	V	Maintains all operational facilities and warehouses stocking materials and equipment.
4	L	Identifies public safety issues and develops training and exercise plans and potential outcomes. Develops, maintains and coordinates emergency plans and standard operating procedures to interact effectively with county, state and federal response plans during emergencies.
5	M	Assesses needs, develops manuals and conducts training for employees, departments, organizations and the general public.
6	L	Coordinates with public and elected officials in all levels of government to develop emergency response procedures and protocols.

CLASSIFICATION REQUIREMENTS:

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Education	Bachelor's degree in Emergency Management, Public Administration, or related field.
Experience	Three years of experience in emergency management, or related field.
Equivalent Education & Experience Accepted?	Yes

CLASSIFICATION REQUIREMENTS	
Certification and Other Requirements	Hazardous Materials Operations Level Certification, Incident Command System 100, 200, 300 and 400, certification as a forklift operator within six months of employment and successful completion of the Fundamental Course for Radiological Monitoring within 12 months of employment. Class B non-CDL driver's license. This position requires that the incumbent's residence be within a 30-minute drive of downtown Raleigh.
Reading	Advanced
Math	Advanced
Writing	Advanced
Managerial	Receives Limited Direction.
Budget Responsibility	Has no budget responsibility.
Supervisory / Organizational Control	No responsibility for the direction or supervision of others.
Interpersonal / Human Relations Skills	Work requires very frequent and regular contact with others in a direct reporting relationship as well as others outside of a direct reporting relationship. The purpose of the contact is broad reaching and dynamic and may include the communication of specific issues and/or general policies. Interaction with others outside of the department requires exercising participative management and negotiation skills that support County strategy and organizational goals. Work also requires the communication with direct reports to ensure maximum productivity in work assignments. Makes presentations and answers questions with regard to presentation materials and findings.

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:

Large vehicles and equipment, forklifts, radiological equipment, computers, printers and related software

PRIMARY WORK LOCATION	
X Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors (see 1 below)	Other (see 2 below)

(1) N/A

(2) N/A

PROTECTIVE EQUIPMENT REQUIRED:

Self reading pocket dosimeters, thermo luminescent radiation badges, radiation survey instruments, PPE suits, N95 masks, protective gloves