Class Concept
Employees in this class are responsible for developing and coordinating programs, procedures, guidelines, plans, and strategies and assessments for preparedness, response, recovery, and hazard mitigation related to emergencies as defined by NCGS 166A-19.3(6). Work may also involve responsibility for coordinating, developing, implementing, and evaluating plans, policies and procedures for special emphasis emergency programs or services provided by the division. Employees in this class coordinate the researching and writing of plans for response for specific disaster situations such as hazardous material spills, severe weather situations, search and rescue activities, nuclear accidents, and terrorist attacks. Employees oversee the incorporation of these plans into the comprehensive plan for the State, review the emergency plans developed by local government, and participate in major response and recovery operations. Employees in this class make appropriate changes to existing plans and consult with local, state and federal officials on the plans. Employees develop, monitor and maintain program level budgets. Employees in this class normally perform under the administrative and technical supervision of an Emergency Management Supervisor or the Emergency Management Deputy Director but can be located in other work units organizationally.

Recruitment Standards

Knowledge, Skills, and Abilities
- Knowledge of analytical planning techniques applied in the research and analysis of information pertaining to governmental programs and operations.
- General knowledge of services offered by State and local agencies.
- Ability to communicate effectively in oral and written form.
- Ability to work under pressure for extended periods of time.
- Ability to establish and maintain effective working relationships.

Minimum Education and Experience
Bachelor’s degree from an appropriately accredited institution and one year of progressively responsible emergency management planning, research, analysis, community services or emergency services experience; or an equivalent combination of training and experience.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.