

## EMERGENCY MANAGEMENT OFFICER

### NATURE OF WORK

This is administrative work in developing and directing one or more services of the Operational Survival Plan for North Carolina.

Employees plan, direct, and coordinate a major division of work in the state's civil defense headquarters such as administration, intelligence, logistics, operations or emergency resources planning; or they supervise all civil defense activities in an assigned area of the state. Work involves the coordination of several civil defense services and is performed with considerable independence. Employees have extensive public contacts in interpreting and promoting the survival plan and other features of the civil defense program. Work is performed under the general administrative supervision of the State Civil Defense Director and is reviewed in conferences, through written reports, and evaluations of public acceptance of the program.

### ILLUSTRATIVE EXAMPLES OF WORK:

Analyzes administrative problems and makes recommendations for new or revised procedures in the civil defense operational survival plan; keeps the survival plan in conformance with U. S. Office of Civil Defense rules and regulations.

Confers with local civil defense officials throughout the state or in an area in developing local survival plans; recommends procedures to establish or maintain local plans.

Conducts a continuing program to develop secondary resources planning and make appropriate additions and amendments to correlate with the overall state plan.

Administers a program involving disbursement of federal funds or property to local communities and civil defense units.

Represents the civil defense agency in meetings, conferences, and public gatherings.

Disseminates information and interpretations of civil defense policies and programs through appearances before civic clubs, PTAs, and church groups.

Performs related work as required.

### KNOWLEDGES, SKILLS, AND ABILITIES

Considerable knowledge of organization and management principles.

General knowledge of the state survival, plan and state and federal-laws relating to civil defense, including laws pertaining to civil defense responsibilities in the event of natural disasters.

Ability to interpret and apply the laws relating to civil defense activities.

Ability to initiate and establish administrative programs and to evaluate their effectiveness.

Ability to exercise judgment in applying and interpreting civil defense policies and procedures.

Ability to establish working relationships with local government officials, community leaders, other agency personnel, and the general-public.

Ability to express opinions and comments clearly in oral and written form.

### ACCEPTABLE TRAINING AND EXPERIENCE

Graduation from a four-year college or university and two years experience in directing large scale programs or operations in a business, governmental, or military organization, preferably with experience in the division to which assigned or an equivalent combination of training and experience.

### EDUCATION AND EXPERIENCE FOR TRAINEE PROGRESSION

Graduation from a four-year college or university.