

## EMERGENCY MANAGEMENT AREA COORDINATOR

As representatives of the Division of Emergency Management, Department of Crime Control and Public Safety, employees perform consultative and coordinative work in assisting local government in planning, training, mitigation, and emergency response efforts. Employees are assigned a geographical area consisting of six to eight counties. Employees serve as liaisons between the Division of Emergency Management and local government in the coordination of all emergency management activities related to the development of emergency preparedness, response, recovery and mitigation plans. Within the boundaries of the assigned area, employees serve as the on-scene coordinator of State resources during emergency operations such as hazardous material spills, severe weather conditions, and nuclear accidents. Employees may assist in recovery operations in other geographical areas as assigned. Work is performed under the direction of an Emergency Management Field Supervisor.

### I. DIFFICULTY OF WORK:

Variety and Scope - During disasters, employees' duties vary in nature based on the particular location and emergency operation. Employees provide guidance to local government in a variety of emergency activities such as rerouting traffic, disaster cleanup, major evacuation of large populations, accident cleanup and rescue activities. Employees assist in the development of educational programs to meet the specific needs of responders, local officials, administrators and the general public for mitigation, preparation, response, and recovery from natural, technological, or terrorist disaster situations. Employees assist local government with planning activities and identify, develop, and participate in the training for local emergency management staff.

Intricacy - Work requires analysis of the individual situation and familiarity with response and recovery activities in order to make recommendations and coordinate operations. Based on the severity of the situation, the employee may provide general guidelines to local emergency management coordinators or may actually participate in and oversee the coordination of emergency operations. Employees participate in planning sessions, exercises, awareness briefings, training programs and actual emergency events associated with nuclear power plants located in or near North Carolina.

Subject Matter Complexity - Work requires an understanding of emergency operations and the wide variety of emergency management activities related to preparedness, response, recovery and mitigation. Work also requires an awareness of the resources available through state and local agencies.

Guidelines - Guidelines include Federal Emergency Management Agency (FEMA) and State regulations, State and local emergency response plans, division standard operating procedures and guidelines, executive orders, and published professional reports.

### II. RESPONSIBILITY:

Nature of Instructions - Employees work independently receiving general instructions or guidance from an Emergency Management Field Supervisor. Major recovery and response efforts usually require consultation with immediate supervisor and/or management-level staff at division headquarters.

Nature of Review - Work is formally reviewed weekly through activity reports with unusual situations discussed with an Emergency Management Field Supervisor. Response and recovery activities are reported and reviewed by the supervisor for conformance to agency policies and procedures.

Scope of Decisions - Recommendations on emergency operations may impact the reaction to and recovery from emergency situations. Decisions impact the general public affected by the emergency and the agencies providing emergency services.

Consequence of Decisions - Errors in the analysis of emergency situations and incorrect decisions related to response activities can cause delay, confusion, or bodily harm to the general public affected by the disaster or emergency.

### III. INTERPERSONAL COMMUNICATIONS:

Scope of Contacts - Work requires contact with a variety of State and local planners, government officials, community representatives, and the general public.

Nature and Purpose - The primary purpose of contact is to explain and promote involvement in emergency management programs and operations and to assist in the training and planning related to emergency preparedness, response, recovery and mitigation.

### IV. OTHER WORK DEMANDS:

Work Conditions - Work is performed in an office setting and at disaster or emergency sites which may expose employees to dangerous equipment or various substances that may be hazardous.

Hazards - Work requires travel and participation in recovery operations that expose employee to hazards including toxic substances, severe weather, potential explosion or terrorist attack.

### V. JOB REQUIREMENTS:

Knowledges, Skills, and Abilities - Thorough knowledge of local government emergency management operations in the assigned area. Considerable knowledge of relative Federal and State laws, regulations, and guidelines. Considerable knowledge of State and local emergency response plans. Considerable knowledge of the services offered by State and local agencies. Ability to assess various emergency situations and apply plans and procedures specific to the situation. Ability to communicate effectively in oral and written form. Ability to establish and maintain effective working relationships. Ability to work under pressure for extended periods of time.

Minimum Training and Experience Requirements - Graduation from a four-year college or university and three years of experience in directing the operations of a governmental or military agency, including one year of experience in emergency planning or response operations; or an equivalent combination of training and experience.

Special Note - This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.