

EMERGENCY MANAGEMENT SECTION MANAGER

This is administrative and managerial work in directing the activities of a large time-limited operation or a small section with special program emphasis in the Division of Emergency Management, Department of Crime Control and Public Safety.

Under the administrative direction of an Emergency Management Assistant Director or the Emergency Management Director, employees determine the work procedures, establish program goals and deadlines, organize the sections to achieve established goals, and perform related work as required. Employees participate with the management team in setting the overall program mission of the Division and in making decisions and setting policy for the Division as a whole. Employees are responsible for seeing that the operations and expenditures of the sections are within the grant and operational budget guidelines and regulations. Employees participate with the Emergency Management Director in emergency and disaster events that require decisions as to program changes and allocation of resources and funds.

I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employees establish the overall plan of work for the section based on the long-range goals and plans of the emergency management programs. Employees determine the assignments of subordinate, oversee the progress of the projects within the programs, ensure that projects meet requirements of the Federal grants, and change workloads of the employees according to changing demands of emergency and disaster situations.

Organizing and Directing - Employees are responsible for establishing goals, determining schedules, and establishing work operations of the sections. Changes in specifications of the programs or grant funding may impact on the organization of the section to meet the changing demands. Unexpected situations may require the employee to re-establish priorities and reassign employees to fulfill emergency allocation procedures or change program goals.

Budgeting - Employees establish the priority of the budget needs for the section based on input from the branch supervisors, the previous year's budget, program objectives, and projected activities for the coming year. Employees prepare justification of budget requests for the Emergency Management Director and the Department. Employees monitor the sections' budgets according to Federal and State guidelines.

Training - Employees evaluate the training needs of the employees in the sections based on input from unit or branch supervisors and recommend on-the-job training or specific courses for employees based on planned projects and individual needs of employees.

Setting Work Standards - Employees are responsible for the development of the criteria for measuring work performance of the employees in the section. Input is received from unit or branch supervisors who are responsible for the performance appraisals of employees. Employees ensure that agency policies and procedures are followed in evaluating and discussing performance of employees.

Reviewing Work - Employees review projects developed by employees to ensure that grant and program specifications are met. Individual problems related to work are discussed as needed with employees.

Counseling and Disciplining - Employees seek to resolve minor complaints or problem situations with employees in the sections. Formal complaints or major problems are discussed with the Emergency Management Director providing recommendations for resolution..

Performing Other Personnel Functions - Employees interview prospects along with unit and branch supervisors and make recommendations on hiring, dismissals, promotions, salary adjustments, or disciplinary actions to the Director.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Changes in program or grant guidelines or new projects funded by the Federal government result in a re-evaluation of existing program activities and priorities to accommodate new assignments or duties. Unexpected or emergency situations cause the work of the unit to be reorganized or shifted to adjust to additional assignments, projects or program administration.

Variety of Work Supervised - Employees supervise groups of employees engaged in the administration and monitoring of Federal and State emergency management programs.

Number of Employees Responsible For - Employees supervise eight to twenty-five professional staff.

III. EXTENT OF SUPERVISION RECEIVED: Employees discuss changes in work procedures, changes in existing programs or projects, and new programs under development with the Director prior to implementation.. Final reports or project proposals are reviewed by the Director prior to submission to the Department or the Federal government for approval.

IV. SPECIAL ADDITIONAL CONSIDERATIONS: During activation of the Emergency Operations Center (EOC) and the State Emergency Response Team (SERT), relocation or visits to emergency or disaster sites may be required during response and recovery operations.

V. JOB REQUIREMENTS:

Knowledges, Skills, and Abilities - Thorough knowledge of the practices and procedures for planning and responding to a variety of emergency situations. Considerable knowledge of the Federal and State laws, regulations, and guidelines that apply to emergency management operations. Knowledge of the services offered by State and local agencies. Ability to direct and organize the activities of professional employees. 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 Training and Experience Requirements - Graduation from a four-year college or university with a major in business, urban or regional planning, transportation planning or a related field and six years of experience directing emergency planning or response activities including two years of supervisory experience; or an equivalent combination of training and experience.

Special Note - This is 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.