

## ASSISTANT DIRECTOR, LOCAL EMERGENCY MANAGEMENT

### DESCRIPTION OF WORK

An employee in this class assists the Director of Civil Preparedness in planning, organizing, and directing all activities of a local preparedness unit. Work includes the recruitment, training, and guidance of both staff and volunteer, workers in the development of a program of non-military defense, and the coordination of the activities of these individuals to provide effective operation of the total program.

### EXAMPLES OF DUTIES PERFORMED

Works with the Director of Civil Preparedness in formulating and administering policies for the operation of the agency.

Assists in preparing operational survival plans and/or reception and care plans.

Serves as surplus property officer for the agency.

Maintains liaison with individuals and agencies concerned with the welfare of the public in emergency situations.

Prepares or, supervises the preparation of budget requests and justifications.

Organizes and carries out operational tests to ascertain degree of readiness.

Organizes and instructs Civil Preparedness units in each municipality and community in the county.

Prepares informational material regarding survival procedures in emergency situations and transmits this information through various communication media.

Plans programs and makes talks before civic groups to inform the public concerning civil preparedness activities.

Serves as Director of Civil Preparedness in his absence.

Maintains liaison with the State officer of North Carolina Civil Preparedness Agency on all civil preparedness operations.

Performs related duties as required.

### RECRUITMENT STANDARDS

#### Knowledges, Skills, and Abilities

Extensive knowledge of and ability to apply the principles and practices of public administration.

Considerable knowledge of the objectives of Federal, State, and local civil preparedness programs.

Considerable knowledge of the principles of non-military defense.

Ability to formulate, interpret, and apply regulations and policies relating to a civil preparedness program.

Ability to plan, assign, and supervise the work of others.

Ability to deal tactfully with the public and to exercise good judgment in appraising situations and making decisions.

#### Minimum Education and Experience

Completion of high school or equivalent and five years of progressively responsible employment in administrative activities in a business, governmental or military organization; or completion of two-year secretarial science or business administration program and three years of progressively responsible experience in a related field; or completion of a four-year program in a college or university, preferably with coursework in business administration, public administration, or other related field and six months of administrative or office management experience; or an equivalent combination of education and experience.