



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
EMERGENCY MANAGEMENT PROGRAMS MANAGER	39	B	11.603

Emergency Management Programs Managers are responsible for managing programs, personnel and other resources that must satisfy the emergency preparedness mandates and initiatives associated with federal grant programs as well as operational functions of the State Emergency Operations Center. As assigned, incumbents manage training and preparedness exercises for major natural, man-made or technological disasters and oversee planning, operations, intergovernmental and inter-local agreements, special projects and programs for saving lives, protecting property, preserving the environment, and meeting commitments required for receiving Federal Emergency Management Agency (FEMA) and other funds.

Act on behalf of the deputy administrator regarding division emergency operations, program activities, project performance, and related matters as requested; manage a regional office in addition to carrying out statewide responsibilities as assigned.

Organize programs in achieving emergency management goals and objectives to protect lives, property, and the environment; develop strategic plans for long-term needs to ensure the development of continuity of operation plans within State agencies for sustaining services and providing assistance in times of emergency.

Train and supervise subordinate staff, including one or more supervisory professionals; assign duties, evaluate performance, and take appropriate disciplinary action.

Develop, revise, and review comprehensive state and local emergency/disaster plans.

Maintain comprehensive emergency management programs that provide for preparedness activities as well as response capabilities; ensure assistance is provided to local governments and other State agencies in sustaining emergency management capabilities.

Interact with federal, State, and local government officials in negotiating terms and conditions of agreements to ensure cooperation and coordination in developing and/or sustaining programs and functions for emergency management activities.

Coordinate statewide compliance with National Incident Management System requirements; implement and manage programs for radiological materials transport safety preparedness, resource typing, and uniform credentialing of first responders.

Ensure federal guidelines and requirements are appropriately reflected within grant-funded programs, processes and plans and implemented to achieve desired results.

Ensure that appropriate funding levels are established to support programs; prepare, review, submit required fiscal reports and expenditures.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

- * A valid driver's license is required at the time of appointment and as a condition of continuing employment.

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited university in emergency management, fire science, criminal justice, political science, business administration or closely related field and three years of experience in emergency management in a governmental entity or private organization which must have included program management, budget preparation and control, strategic planning, and grant management, one year of which must have been in a supervisory capacity; **OR** an equivalent combination of education and experience as described above. (*See Special Requirement*)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

Detailed knowledge of: principles, practices and methods for effective management of emergency response and/or emergency management programs and processes; comprehensive emergency management processes of mitigation, preparedness, response, and recovery; emergency plan development and revision. **Working knowledge of:** supervisory principles and practices; program development and maintenance; budget and fiscal management; grant writing, timeline reporting and program award management; emergency response organizations and emergency management practices to include incident command systems; national incident management system; the function of an emergency operations center; emergency management training, planning, exercises, evaluation, and emergency communications; abatement and improvement planning and program development.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):

Working knowledge of: State, county and municipal regulations governing emergency management, search and rescue, incident command structures, and emergency response protocols; budget and purchasing regulations; management of comprehensive emergency support operations, mitigation, recovery programs, as well as disaster prevention and preparation functions and duties.

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

11.603

ESTABLISHED: 12/60
 REVISED: 7/1/85R
 10/25/85PC
 REVISED: 10/19/90-3
 REVISED: 7/1/95P
 9/16/94PC
 REVISED: 7/1/05R
 11/8/05PC
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 4/1/09UC