

CLASSIFICATION SPECIFICATION

FLSA:	EXP	Job Code:	ACV28246
Job Class Code:	660	Salary Schedule:	AREG
EEO Category:	02	Grade:	20
Workers Comp Code:	9410		

Job Code Established:	01/22/80	Effective Date:	
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Emergency Services Program Coordinator Series

JOB CODE TITLE: EMERGENCY SERVICES PROGRAM COORDINATOR

HRIS TITLE: EMER SVCS PRG COORD

CHARACTERISTICS OF THE CLASS: Receives general supervision. Authority for decisions on the use of State resources in State declared emergencies; signature authority for State appropriated disaster funds; decisions on the use of State resources in hazardous materials incidents; decisions on deployment of personnel and equipment in search and rescue operations. May require travel to disaster sites for coordination of activities or assessment of damages. Employee may be on-call for these occasions. Occurrences may involve 12 hour shifts. Under general direction, performs work of considerable difficulty in directing an emergency services program; performs related work as required. These positions are distinguished from other Emergency Services positions by their responsibility for a variety of programs in emergency services such as coordinating search and rescue operations, managing State and Federal emergency relief funds; developing and implementing the State Hazardous Materials Emergency Response Plan, and coordinating State resources in emergency solutions.

EXAMPLES OF DUTIES: Establishes statewide emergency services operational policies and procedures. Serves as consultant to local emergency services program administrators in improving emergency services operations, procedures, program development and implementation. Plans, develops, and conducts tests and reviews to evaluate the statewide coordinated effectiveness of the operational readiness of emergency services programs. Drafts emergency orders for the governor. Prepares damage assessments for submission to the governor, emergency council or Federal agencies. Performs related work as required.

WORK RESULTS/PRODUCTS: Governor's Emergency Proclamation in the event of disaster and the supporting program; completed operational plans; a successful mission or recovery; effective mitigation of potential hazardous materials event.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: emergency services planning and operating procedures; the State's emergency-related laws, rules and regulations; Federal laws, rules and regulations pertaining the area of assignment within Emergency Services; management planning techniques.

Skill/Ability to: plan, organize, implement, and evaluate statewide integrated programs; analyze and interpret complex rules and regulations; communicate verbally and in writing; prepare Governor's Emergency Proclamation; manage Federal and State relief funds; develop hazardous materials avoidance and response plans; develop and apply search and rescue plans.