

## PROGRAM SPECIALIST (EMERGENCY MANAGEMENT PLANNING)

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Director of the Office of Emergency Management, the incumbent of this position is responsible for the development and coordination of operational plans and procedures for the preparedness, response, recovery and mitigation of emergency management forces; and for assisting with planning and administering associated training and educational programs. In addition, the incumbent provides administrative, material, operational and technical support for the Westchester County Office of Emergency Management programs, including Radiological Emergency Preparedness, Hazard Mitigation, Natural Disaster Mitigation, Material and Supply Systems, and the Indian Point Radiological Emergency Preparedness Plan. Technical assistance and advice is also provided to all County departments in these areas. Additional duties include the responsibility for the establishment and maintenance of tracking, retrieving and disbursing emergency and radiological equipment and supplies for the Westchester County Office of Emergency Management (OEM). The incumbent establishes and maintains effective working relationships with local municipalities, New York State representatives, schools and other county departments to determine emergency preparedness needs and requirements to ensure materials are properly maintained for a disaster or emergency. Supervision may be exercised over a small number of technical and clerical support personnel. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Develops, plans and provides technical guidance for all hazards that include emergencies at fixed nuclear facilities which may include evacuation, sheltering or other means of public protection;

Provides technical assistance and advice to personnel and departments (i.e., Police, Fire, EMS, local municipalities) regarding Emergency Management materials;

Composes drafts, develops, amends and updates emergency response plans to deal with man-made and technological hazards;

Assures accuracy of plan drafts by reviewing relevant documentation from federal, state and local emergency response agencies;

Maintains Weapons of Mass Destruction (WMD) response equipment inventories;

Provides guidance to County departments and local jurisdictions about WMD programs (i.e. respirator training programs and programs involving the use of equipment stored on WMD trailers deployed around the County by the Department of Emergency Services);

Attends public meetings to assist the Director of Emergency Management in presenting and/or clarifying agency plans and policies;

Reviews various statutes, programs and publications for information relevant to current agency operations and/or ongoing emergency management concerns;

Meets with federal, state, local and private agencies to coordinate the planning of an integrated response as required;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Supervises and participates in the design and maintenance of computerized and manual tracking systems for identifying, maintaining and disbursing emergency and radiological equipment to ensure compliance with mandated federal, state and county regulations;

Establishes liaison and working relationships with local municipalities, public and volunteer organizations, Four-County Nuclear Safety Committee members and other County departments to maintain an inventory of emergency material stock and to facilitate an understanding of the needs and requirements of their Emergency Management Operations;

Conducts equipment tests and exercises at reception sites to ensure operability standards are maintained;

Prepares and submits equipment specifications and vouchers for the purchase, installation and maintenance of equipment at various reception sites throughout the County;

Inspects and maintains an emergency preparedness inventory for all County equipment in accordance with mandated guidelines;

Participates in organizing and training emergency management organizations for radiological emergency preparedness;

Prepares and conducts training programs for emergency management personnel as required;

Develops exercise scenarios and participates in exercises to test emergency plans and the response capabilities of the emergency management system;

Responds to actual emergency situations as required by managing the County Emergency Operations Center or other locations as required;

Attends training programs provided by state, federal and professional agencies to maintain appropriate proficiency level in order to train others in emergency management procedures;

Assists in the preparation of emergency public information packages;

Uses computer applications or other automated systems such as word processing, spreadsheets, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of emergency management services and disaster planning and all applicable federal, state and local laws and procedures; good knowledge of the general plans, organizations and functions of emergency management at local, state and national levels; good knowledge of the preparation of technically competent, feasible and realistic emergency operation plans; good knowledge of training techniques; ability to provide training and consultation to a wide range of emergency management professional and technical personnel; ability to interpret and apply regulations and procedures relating to emergency management operations; ability to assemble and analyze data and prepare concise emergency management plans, memoranda and/or reports; ability to identify potential program problem areas and to formulate and recommend realistic solutions; ability to work well under adverse and stressful situations; ability to establish and maintain effective working relationships with officials and professionals at the local, state and federal level; ability to read and interpret complex written materials; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; ability to effectively communicate, both orally and in writing; ability to effectively use computer applications such as word processing, spreadsheets, calendar, e-mail and database software; sound professional judgment in handling emergencies; resourcefulness; leadership abilities; initiative; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a High School or equivalency diploma and either: (a) a Bachelor's or Master's Degree\* in Emergency Management; (b) a Bachelor's Degree\* and two years of experience where the primary function of the position was in Law Enforcement or Emergency Management\*\*, or paid or verifiable volunteer experience in Emergency Medical Services or Fire Services; or (c) six years of experience as defined in (b); or (d) a satisfactory combination of training and experience as defined by the limits of (b) and (c).

\*\*DEFINITION: Emergency Management is defined as the preparation, mitigation, response and recovery activities inherent in managing potential or actual natural, technological, biological/chemical, radiological hazards and disasters, including terrorism. The four phases of emergency management are: (1) preparedness, which is the planning and preparation that occurs before and in anticipation of an emergency or disaster; (2) mitigation, which is the act of lessening or eliminating hazards before an emergency occurs; (3) response, which is the implementation of the preparedness function, use of operational plans, warning systems, activation of resources, and mobilization of personnel; and (4) recovery, which is the immediate and often long-term process of dealing with the aftermath of a disaster.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.

SPECIAL REQUIREMENT: Possession of a valid New York State Driver's License at time of appointment and maintain same while in title.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.