

# NEW CASTLE COUNTY GOVERNMENT

Number 1090

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Date 06/29/06

## CLASS SPECIFICATION

**Title:** COORDINATOR OF EMERGENCY PLANNING

**Approved:**



**GENERAL STATEMENT OF DUTIES:** Directs the activities for the development and maintenance of emergency preparedness plans and programs and governmental disaster response coordination; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class organizes and directs the activities of professional and support staff in developing, maintaining, and coordinating plans and programs to mitigate, prepare for, respond to, and recover from natural and man made disasters and major emergencies. This employee works under the general direction of the Director of Public Safety and exercises considerable judgement in technical planning and operational matters; serves as the primary County representative on the State Emergency Response Team for hazardous material field responses; may represent the Director of Public Safety during nuclear power generating plant accidents and other disaster responses; manages the Emergency Operations Center to facilitate efficient, centralized decision making during practice exercises and actual disasters.

### EXAMPLES OF WORK: (Illustrative only)

- Develops and maintains a facility for use as an emergency operating center (EOC) including essential communications, support staff, maps, materials, and supplies;
- Develops and maintains a comprehensive County emergency operations plan;
- Participates in the development of emergency operations plans to address specific disaster agents, including nuclear power generating plants and chemical industry;
- Advises local government staff, community groups, and private sector agencies/organizations on the development of emergency operations plans;
- Performs analyses to determine the County's vulnerability to various disaster agents and capability to address the agents;
- Develops plans for sheltering the public;
- Develops and coordinates staff support and response training for emergency operations, including Right-to-Know;
- Meets with, makes speeches, and provides information to the public and organizations;
- Coordinates emergency operations plans with nearby local jurisdictions;
- Coordinates County response during State Emergency Response Team hazardous material field responses, nuclear power generating plant accidents, and other disasters;
- Makes assignments to and reviews the work of subordinates;
- Participates in the preparation of the capital, grants, and operations budgets;

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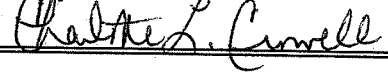
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**Approved:**



- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a data processing terminal, personal computer, and other related equipment in the course of the work.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Thorough knowledge of planning procedures and practices; extensive knowledge of laws and regulations pertaining to emergency preparedness/management; thorough knowledge of emergency planning and operations; working knowledge of the Office of Grants & Training to include weapons of mass destruction and grant processes; general knowledge of personal protective equipment and its application; ability to perform technical research work and present facts clearly and concisely; ability to supervise and give reliable advice to subordinates, supervisors, elected officials, media, other agencies, and the public; ability to communicate courteously and effectively, both verbally and in writing; ability to develop and maintain effective working relationships with community organizations, local, state, and Federal governments and private industry; ability to promote legal, professional and ethical values, while maintaining a motivated emergency service that has the public trust and respect; tact; ability to pass a Class III County physical examination.

**ACCEPTABLE EXPERIENCE AND TRAINING:** At least three years experience in planning, including at least one year experience in emergency planning and operations, and possession of a Bachelor's degree from an accredited college or university with major course work in planning or related field; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

**ADDITIONAL REQUIREMENTS:** The employee shall take the following Federal Emergency Management Agency sponsored training courses during the course of employment as funds and scheduling permits:

Professional Development Series in Emergency Management  
Fundamentals Course for Radiological Monitors  
Fundamentals Course for Radiological Response Teams  
Fundamentals Course for Radiological Defense Officers  
Radiological Emergency Preparedness (REP) Planning  
Radiological Emergency Response and Operations Course (Nevada Test Site)

**HISTORY OF REVISIONS:**

Established: 01/12/82  
Revised: 04/17/89  
Revised: 01/19/93  
Revised: 07/01/97  
Revised: 05/01/01  
Revised: 03/01/04  
Revised: 06/29/06