

CLASS TITLE:

**ASSISTANT COORDINATOR
CIVIL PROTECTION RELOCATION**

Class Code: 02713300

Pay Grade: 24A

EO: C

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To perform technical work assisting in the planning, coordinating and developing of civil protection relocation plans for communities and metropolitan areas throughout the state; to perform detailed planning functions which include the collection, analysis and interpretation of data; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with latitude for the exercise of independent judgement; work is reviewed through conferences and reports for results obtained and conformance to established policies, objectives, rules and regulations.

SUPERVISION EXERCISED: As required, plans, supervises and reviews the work of technical and clerical personnel assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To perform technical work assisting in the planning, coordinating and developing of civil protection relocation plans for communities and metropolitan areas throughout the state for the purpose of protecting the population and for the orderly relocation of people from areas endangered from the direct effects of natural or man made phenomena.

To perform detailed planning functions which include the collection, analysis and interpretation of data pertinent to civil protection relocation and disaster vulnerability analysis.

To assist in the development of long-range plans for the overall accomplishment and continuous maintenance of civil protection relocation plans.

To assist in the coordination, development and/or provision for in place protection and for relocation of residents.

To provide technical assistance and advice to local emergency management officials in the development and updating of local civil protection relocation plans.

To address organized groups, local emergency management agencies and like agencies on matters relating to emergency preparedness activities.

To assist in the preparation of public information materials.

To make studies and prepare reports containing findings, analyses and recommendations.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, methods and techniques applied in the planning, development and maintenance of a multiple hazard, civil protection relocation program; a working knowledge of the concerns of the physical, social and economic aspects of population centers and the ability to project these facts into comprehensive plans, programs and recommendations to meet present and future needs; a working knowledge of the policies, objectives, rules and regulations of the federal and state emergency management civil preparedness programs; the ability to prepare clear and concise reports containing findings, conclusions and recommendations; the ability to establish and coordinate effective working relationships with civic groups, government organizations and officials and the general public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in Urban Planning, Architecture, Civil Engineering, Business Administration, Transportation, Economics or in a related field; and

Experience: Such as may have been gained through: employment in a position involving the performance of technical work requiring fact finding, analysis and interpretation of basic information and trends, preferably that dealing with the physical, social and/or economic aspects of the population.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: February 19, 1984

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