

**CLASS TITLE: DEPUTY DIRECTOR  
(EMERGENCY MANAGEMENT AGENCY)**

**Class Code: 02712700  
Pay Grade: 33A  
EO: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To perform responsible supervisory functions, including the ongoing responsibility for contingency programs relating to nuclear or terrorist attack and/or disaster situations; to assist the Director in programmatic matters relating to the overall operation of the agency, including those relating to radiological, biological or chemical warfare; to relieve the Director of routine administrative functions; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general direction of the Director with wide latitude for the exercise of initiative and independent judgement; work is subject to review for conformance to consistent interpretation of existing policy, law, rules and general objectives.

**SUPERVISION EXERCISED:** Plans, reviews and coordinates agency functions, within established guidelines, for compliance with law, policy, regulations and instructions.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To perform responsible supervisory functions, including the ongoing responsibility for contingency programs relating to terrorist nuclear attack and/or disaster situations.

To be responsible for programmatic matters relating to the overall operation of the agency, including those relating to radiological biological or chemical warfare.

To relieve the Director of routine administrative functions.

To coordinate information and meeting agendas for the Chairman of the Lieutenant Governor's Civil Defense Preparedness Council.

To establish and maintain an adequate operating budget from state and federal funding.

To administer policies and practices relating to estimated results of fallout, and to monitor, report, analyze, and evaluate the hazards of fallout radiation.

To maintain liaison and conduct conferences with local emergency management agencies, local industry and like agencies located in state or federal governments.

To assist in the planning and conducting of periodic tests and exercises of both manpower and equipment, including radiological detection equipment, to insure they are maintained in a constant state of readiness and good repair.

To provide technical advice and assistance on chemical, biological and radiological emergency management matters to other elements of government having emergency responsibilities.

To serve as Director in the absence or disability of the Director.

To recommend physical protective procedures and countermeasures and to instruct radiological personnel in the same, including proper methods of decontamination.

To be responsible for insuring compliance with the Federal Disaster Relief Program.

To prepare and submit special and recurring reports, press releases, and like information.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of federal and state law and regulations relative to organizing and maintaining an emergency management agency; a working knowledge of the technical, tactical, and educational techniques relating to planning and developing

contingency plans and defenses for radiological/biological/chemical attack; the ability to establish and coordinate effective working relationships with civil groups, governmental organizations and officials, and the public in general; the ability to prepare special and recurring reports; the ability to prepare and disseminate information to the media and various interested groups; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a college of recognized standing with a specialization in Biological Sciences, Political Sciences, Public or Business Administration; and

Experience: Such as may have been gained through: employment in a responsible administrative position involving the application of a broad range of scientific principles relating to emergency/disaster relief and related programs.

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

Class Revised: December 21, 1997

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