

CLASS TITLE: EMERGENCY MANAGEMENT EXECUTIVE ADMINISTRATOR

Class Code: 02708902

Pay Grade: 41A

EO Code: A

CLASS DEFINITION

GENERAL STATEMENT OF DUTIES: Within the Emergency Management Agency, directs the activities of all the Emergency Management Agency Sections, Branches and employees. To participate with the Emergency Management Director in making decisions and determining the overall planning efforts of the agency; to be responsible for determining the work procedures, establish priorities, make changes to the branches, to achieve the goals expected of the sections. Based on the scope of programs established for the agency, will direct in the development of response plans and training courses for emergency events, and direct the development and coordination of operational activations during emergency situations; to be responsible for developing and interpreting policies and procedures and establishing the goals and objectives of the sections; to participate in major planning, response, recovery and mitigation activities and operations throughout the State. Performs related duties as required and perform Emergency Operations Center duties as required during incident.

SUPERVISION RECEIVED: Works under the administrative direction of a superior with considerable latitude for the exercise of independent judgment and initiative in supervising and organizing the branch's planning or program activities; work is subject to review through consultations and/or written reports for satisfactory performance and conformance to laws, policies, directives, rules and regulations.

SUPERVISION EXERCISED: Plans, assigns, supervises and reviews the work of a professional and technical staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

To relieve the Director of routine administrative functions.

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

To maintain liaison and conduct conferences with local emergency management agencies, local industry and like agencies located in State or Federal Government.

To serve as Director in the absence or disability of the Director. Provides policy recommendations to the Agency Director and, as required, senior executive level decision-making bodies on the management of Federal/State grants within Rhode Island.

To develop plans based on the overall scope and objectives of emergency management programs, employees establish the plan of work and schedule the projects of the section.

To determine the assignments of the employees, oversee progress toward established goals, and adjust schedules and priorities as necessary.

To be responsible for determining the in-house deadlines for review of the plans and ensuring the long-range schedules are met.

To plan and develop operating procedures, conduct public outreach, and coordinate resources to save lives and lessen the economic, psychological and physical effects of a disaster on the State of Rhode Island and its citizens.

To organize the section's planning or program activities; coordinate projects and negotiate programs with the Federal Emergency Management Agency (FEMA) and local government; and participate in major preparedness, response, recovery and mitigation operations.

To be responsible for establishing procedures, determining staff operations, and setting the goals of the units; to anticipate and act upon unexpected situations that may require analysis of programs, evaluation priorities and to change day-to-day operations to allow long-range objectives to be met. Major changes in operations or staffing are discussed with the Director prior to implementation.

To manage emergency management staff, participate in the hiring process by developing interview questions, conducting interviews, and selecting candidates.

To activate government and non-government resources and manpower to be utilized in all phases of the response to emergencies or disasters.

To determine when it is necessary to activate the State Emergency Operations Center (SEOC) in the event of emergency or disaster; to manage the Emergency Operations Center which is the 24-hours a day, 7-days a week (24/7/365) emergency response section for exercises, disasters and emergencies.

To perform disaster duties in the State Emergency Operations Center in any NIMS/ICS management position.

To identify government and non-government resources and manpower to be utilized in all phases of the response to emergencies or disasters.

To prioritize the budget needs of the sections based on the overall program objectives, the previous year's budget, and the projected activities of the coming year, and justify request to the Director and the department.

To monitor the section budgets according to procedures established by the Federal and State governments.

To evaluate the training needs of the sections based on specific projects that are planned or the individual needs of personnel and recommended appropriate courses.

To develop work standards, with input from branch and unit leaders, the criteria and procedures for measuring the performance of employees in the sections.

To ensure that agency policies are followed in evaluating and discussing performance of employees.

To review completed plans and projects to ensure conformance to agency policies and goals.

To supervise emergency management staff that develops plans, Standard Operating Procedures, curriculum, and processes that facilitate comprehensive and effective all hazards emergency response and recovery in the areas of planning, training, logistics, and operations; to counsel and initiate discipline.

To resolve minor complaints or grievances through discussions with employees; to interview and make recommendations on hiring, firing, promotions, salary adjustments, or disciplinary actions to the Director based on input from unit supervisors regarding prospective applicants or employee performance.

To serve as state point of contact for various committees, boards, task forces and councils such as NIMS, state drought task force, and state wildfire response task force.

To manage the RIEMA internal logistic program by utilizing the property management database and conducting periodic inventories in partnership with other state agencies.

To manage all aspects of RIEMA vehicle fleet including operator assignment, maintenance and repair.

To ensure that the security of the RIEMA facility is maintained 24/7/365.

To develop and implement compliance measures to ensure program goals are accomplished in conformance with federal grant guidelines.

To oversee the compilation, analysis, and dissemination of grant program performance measures and supporting statistical data.

To consult and coordinate with Federal officials on program performance.

To represent the State in meetings with the public, media, and government bodies to successfully promote program goals.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGE, SKILLS, AND CAPACITIES: A thorough knowledge of principles and practices of effective management including planning, organization, delegation and evaluation; a working knowledge of principles and practices of public administration germane to control and administration of a State's population in emergency situations, and of the techniques for employing available resources; a working knowledge of the State's perceived risk to hazards as a baseline for risk communication and public outreach campaigns; a working knowledge of particular emergency and natural disaster hazards, which may affect the emergency planning needs of the State of Rhode Island; a working knowledge of the functions of FEMA, the Red Cross and State EOC operations as they impact emergency preparedness and emergency response in the State of Rhode Island; the ability to plan, organize, assign, direct, review, and evaluate the work of assigned staff; the ability to administer and manage a variety of emergency management projects and programs; the ability to communicate tactfully and effectively with a wide variety of government officials, civic groups, private vendors, the public and State staff to enlist their support and cooperation; the ability to use a multidisciplinary approach to achieving goals and objectives; the ability to articulate a persuasive and scientifically defensible case for disaster prevention and mitigation programs, plans and policies; the ability to be proficient in preparing clear, concise and accurate written studies, proposals and reports; the ability to organize and supervise assigned staff and volunteers, and securing the necessary resources to accomplish program objectives.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: Possession of a Master's degree in emergency management, homeland security, fire and life safety, or related field such as risk management or continuity planning. Current Certified Emergency Manager credential from international, national or state awarding authority preferred.

Experience: Such as may have been gained through: considerable experience in emergency management staff experience (emergency coordinator, planner, analyst or consultant) in a private, local, state or federal emergency management agency similar public safety related organization.

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

SPECIAL REQUIREMENTS:

At the time of appointment:

1. Must obtain and maintain a valid Motor Vehicle Operator's license.
2. Must be a U.S. citizen with the ability to obtain and maintain a Department of Homeland Security Clearance.

Within six (6) months of appointment (subject to course availability):

1. Must obtain and maintain certificates of training for ICS 32, 100, 200, 212.b, 300, 318, 321, 322, 393.a, 400, 700, and 800.
2. Must obtain and maintain completion of FEMA Professional Development Series.

Class Created: February 19, 2017