

**CLASS TITLE:     EMERGENCY MANAGEMENT EXERCISE  
COORDINATOR**

Class Code: 02708100

Pay Grade: 26A

EO Code: B

**CLASS DEFINITION**

**GENERAL STATEMENT OF DUTIES:** Within the Emergency Management Agency, to perform analytical and planning work in developing State and Local emergency exercise and preparedness plans for a major emergency program in the Preparedness Branch of the Rhode Island Emergency Management Agency; to organize their unit's preparedness 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 interact with all state agencies, Rhode Island municipalities and other political subdivisions, volunteer organizations, tribal and private enterprises, to design, develop, conduct and evaluate exercises statewide; to perform Emergency Operations Center duties as required during incident; and do related work as required.

**SUPERVISION RECEIVED:** Works under the administrative direction of a superior with latitude for the exercise of independent judgment and initiative in organizing the unit'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:** None.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To coordinate a statewide exercise program, including the development of statewide strategic exercise programs; and planning, coordinating, and establishing exercise program within budget guidelines; includes all types of scenarios including Hurricane, Winter Weather, Flooding, Technological, Radiological and other natural and man-caused hazards in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP) and the Emergency Management Program Grant (EMPG) guidelines.

To coordinate the development and implementation of improvement plans.

To maintain a multi-year Training and Exercise Plan (TEP) and update annually.

To establish and coordinate policies and procedures, and updates the development of the exercise program between various federal, state, and local agencies and organizations.

To make decisions concerning state exercises; to include exercise program schedule, required meetings, training, staff support and resources required for the exercise program.

To establish and coordinate policies and procedures and update the development of the exercise program between various federal, state, county and local agencies and organizations by use of internal and external databases/portals. Interact with personnel and volunteer organizations in the training and exercise efforts.

To attend State and National meetings, seminars and conferences related to exercise responsibilities.

To prepares events for, and delivers presentations on program activities to local and state emergency services agencies, as well as colleges, universities and academies.

To oversee and maintain an After Action and Improvement Planning program and data base.

To analyze existing policies and procedures, and develops methods for improvement.

To complete internal training requirements, and emergency management grant training and exercise requirements.

To provide exercise support for additional FEMA, Homeland Security and Hazardous Materials training programs.

To supports internal training programs and adjunct instructor development.

To provide exercise support for Radiological Emergency Preparedness and State Emergency Response and Recovery Plan activities.

To complete preparedness related projects as assigned by supervisor.

To be assigned to the State Emergency Operations Center (EOC) during activation or exercises, as required.

To do related duties as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGE, SKILLS, AND CAPACITIES:** A thorough knowledge of available FEMA, Homeland Security and Exercise programs; a thorough knowledge of principles of emergency management, emergency management exercise and training requirements and protocols, and the current nationwide trends; a thorough knowledge in conducting exercises under Department of Homeland Security Exercise Evaluation Program guidelines; a thorough knowledge in FEMA Master Exercise Practitioner program principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects; a thorough knowledge of emergency planning and preparedness at the local, state and national level; a thorough knowledge of the background and objectives of emergency management program; a thorough knowledge of Incident Command System (ICS) and National Incident Management System (NIMS); a thorough knowledge of the use of presentation graphics, multi-media devices, and computer programs and software; a thorough knowledge of business and management principles involved in strategic planning, resource allocation, procedures for instructor recruitment, leadership technique, production methods, personnel information systems, and coordination of people and resources; a thorough knowledge of customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction; a working knowledge for administrative and clerical procedures and systems such as word processing, managing files and preparing reports, grant concepts, spreadsheets, practices and procedures, report writing, emergency management and grant terminology; a working knowledge of communication equipment, hazardous materials, field operations, and command and control principles for first responders; the ability to use computers, software (Microsoft Word, Power Point, Excel) and graphics; the ability to interact with employees with diverse responsibilities; the ability to develop and present instructional programs to political leadership, emergency management personnel, state/tribal/county/local agencies, volunteer organizations and first responders; the ability to combine pieces of information to form general rules or conclusions, and to make informed decisions to solve problems; the ability to listen to and understand information and ideas presented through spoken words and sentences; the ability to communicate information and ideas in speaking so others will understand; the ability to establish and maintain effective interpersonal relationships, including dealing professionally with subject matter experts and political figures at their level on emergency management training topics, anticipating changing

customers' needs and adapting; the ability to use active listening and critical thinking, using logic and reasoning to identify strengths and weaknesses of alternative solutions, conclusions or approaches to problems; the ability to read and understand information and ideas presented in writing; the ability to anticipate and pro-actively respond to stakeholder concerns, using diplomacy and persuasiveness to present program concepts, effective solutions and plans in a comprehensive oral and written format; the ability to establish goals and expectations and manage time effectively; the ability to anticipate changing priorities and pro-actively prepare adjustments to schedules; the ability to anticipate needs during absences, and ensure work responsibilities and commitments will be met; the ability to identify development needs within programs of responsibility and identify opportunities for systematic improvement; the ability to establish and maintain effective relationships; the ability to analyze situations accurately and take appropriate action; the ability to logically analyze problems, interpret data, determine alternatives and propose solutions; the ability to communicate effectively; the ability to foster and grow the whole community concept; the ability to interact with multi-disciplinary teams; and related capacities and abilities.

### **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: Possession of a Bachelor's degree in Emergency Management, Homeland Security, Fire and Life Safety, or related field such as risk management or continuity planning; and

Experience: Such as may have been gained through: Considerable employment in emergency management 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 and experience.

### **SPECIAL REQUIREMENTS:**

At the time of appointment:

1. Must obtain and maintain a valid Motor Vehicle Operator's license.

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

1. Must obtain and maintain certificates of training for ICS 100, 200, 300, 400, 700, and 800.
2. Must obtain and maintain completion of FEMA Professional Development Series.

Within twelve (12) months of appointment (subject to course availability):

1. Must obtain and maintain completion of FEMA HSEEP Course.
2. Must obtain and maintain completion of FEMA Master Exercise Practitioner.

Class Created: February 19, 2017