

**CLASS TITLE: EMERGENCY MANAGEMENT OPERATIONS SECTION
CHIEF**

Class Code: 02708901
Pay Grade: 39A
EO Code: A

CLASS DEFINITION

GENERAL STATEMENT OF DUTIES: Within the Emergency Management Agency, to perform technical and administrative work in developing State and Local emergency plans or providing oversight for a major emergency program in the Rhode Island Emergency Management Agency; to plan, develop plans and operating procedures, conducting public outreach, and coordinating 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 develop and implement emergency operations plans and incident action plans; and to do related work as required.

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 supervise the organizational elements with the Agency's plans, operating procedures and directs its execution; to organize the operations section's planning and program activities, coordinate projects and programs with the Federal Emergency Management Agency (FEMA) and other governmental entities.

To disseminate information and emergency action recommendations and coordinate response among local, state and federal government agencies and the general public; to provide the overall supervision and leadership to the Operations Section.

To manage all operations directly applicable to the Agency's primary mission of supporting state and local government; ensuring the overall safety and welfare of all section personnel.

To 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 participate in major preparedness, response, recovery, and mitigation operations.

To implement planning, mitigation response, and recovery form emergency situations and disasters.

To maintain situational awareness of weather, hazardous materials incidents, response capabilities, Department of Homeland Security bulletins and National Threat Level;

To coordinate activities with local, state, and federal agencies, such as the E911 center, Department Of Transportation, etc.

To provide logistical support to the fire & rescue, law enforcement, emergency medical services, and public works services during emergency responses as well as training, exercises and special events; to conduct research for the latest information on programs such as radiological emergency plans.

To develop emergency and instructional plans, training materials and presentations; develop and provides updates to the Emergency Management website.

To develop Exercise Evaluation Program methodology.

To train responders, volunteers, and general public.

To manage disaster outreach volunteer programs;

To work with hospitals, colleges, universities, private sector, school systems, volunteer, and religious organizations and local non-profit organizations to develop plans to help those groups to prepare for disaster.

To activate the Emergency Operations Center (EOC) and provides indirect supervision of volunteers and emergency response personnel during the Emergency Operations Center Activation and maintains status of shelters, recipient centers, points of dispensing, staging areas, strategic national stockpiles sites and other support or logistical functions.

To operate and maintain the WebEOC, a software system used to document and manage information in the Emergency Operations Center.

To operate the Geographic Information System (GIS) software programs; maintains and operates a variety of complex equipment and specialized communications equipment. Recommends ways and methods to improve the operational functions of the statewide emergency management program at state, district and local levels.

To assist in formulating and establishing state emergency management plans, including such areas as radiological defense, emergency communications, protection from hazardous materials, and training of local officials. Serves as a source of advice and guidance to district and local officials concerning the State plan and emergency operations.

To serve as a liaison between the Agency, other state agencies, and private industry concerning emergency management plans and operations. Participates in emergency management drills to test the effectiveness of actual systems. Responsible for oversight of the maintenance of emergency management equipment.

To insure that local plans, forms, and paperwork relating to the state programs are complete and current.

To participate with federal, state and local officials to improve emergency management communication warning systems.

To assume the responsibility of the EM Executive Administrative Officer in that person's absence.

To perform additional duties associated with public protection in the event of an emergency, such as the operation and maintenance of program equipment.

To oversee areas such as training, hazardous materials and radiological defense.

To prepare the section's budget preparation and maintenance.

To communicate problems are discussed based on the severity of the incidence. Overall response to situations are evaluated for conformance to agency policies and procedures and changes recommended for a more effective response.

To make recommendations to evacuate or seek assistance in routing traffic, clean-up operations, or analysis of hazards effect the safety of the public and the allocation of assistance by the agencies.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGE, SKILLS, AND CAPACITIES: A thorough knowledge of emergency response plans, Federal and State laws and regulations, professional publications and reports, and agency policies and procedures; a thorough knowledge of several emergency situations, the activities involved in response and recovery operations, and the resources available through state and local agencies; a working knowledge of response plans developed by the agency and the local and county governments to know the appropriate operational procedures required by situations; a working knowledge of the objectives of an emergency management program; and awareness of the nature and effects of natural and man-made disasters; the ability to logically analyze problems, interpret data, determine alternatives and propose solutions; the ability to obtain cooperation, interest and participation in emergency management program; the ability to communicate effectively; the ability to maintain effective working relationships with a wide variety of individuals; the ability to supervise the daily operation of a section and assures the section's readiness for activation in the event of an emergency; the ability to supervise the operation of a number of related agency programs or organizational units with responsibility for evaluation of employee work performance and for providing training; the ability to prepare reports, evaluate program effectiveness and recommend changes in policies and methods; the ability to supervise the development of on-going training and public education programs in order to orient emergency responders and the general public to their responsibilities and roles in the event of technological or other emergencies; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such has been gained through: Possession of Master's degree in emergency management, homeland security, fire and life safety, or related field such as risk management or continuity planning; and

Experience: Such has 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 and experience.

SPECIAL REQUIREMENTS:

At the time of appointment:

1. Must obtain and maintain a valid Motor Vehicle Operator's license.
2. Must 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 100, 200, 300, 400, 700, and 800.
2. Must obtain and maintain completion of FEMA Professional Development Series.

Class Created: February 19, 2017