

**CLASS TITLE: EMERGENCY MANAGEMENT PREPAREDNESS
BRANCH CHIEF**

Class Code: 02714901
Pay Grade: 37A
EO Code: A

CLASS DEFINITION

GENERAL STATEMENT OF DUTIES: Within the Emergency Management Agency, to perform professional, analytical and supervisory work in developing State and Local emergency preparedness plans or providing oversight for a major emergency program in the Preparedness Branch of the Rhode Island Emergency Management Agency; to plan and organize preparedness and program activities; to coordinate projects and negotiating programs with the Federal Emergency Management Agency (FEMA) along with State and Local governmental agencies and entities; to perform Emergency Operations Center duties as required during incident; and to do related work as required.

SUPERVISION RECEIVED: Employee reports directly to the EM Operations Section Chief 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: Responsible for the Preparedness Branch / State Special Teams.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

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

To manage and coordinate the state's exercise and training program and the community preparedness program and effort.

To manage and coordinate the state's emergency preparedness planning and response efforts.

To serve as primary contact with state government entities relative to preparedness and planning efforts.

To supervise staff responsible for development of plans and coordinate activities associated with emergency preparedness; to implement exercise utilizing department, local, State and private sector resources.

To provide overall coordination of programmatic activities; to monitor program budget and provide grant administration as needed.

To provide general financial oversight of program specific functioning.

To provide legislative representation in area of oversight.

To keep up-to-date on emerging technologies and assesses their application to state operations.

To participate in the development, review, and management of policies and preparedness to mitigate any event that would jeopardize public safety.

To be responsible for oversight and management of the State's Regional Response Teams.

To coordinate public safety activities concerning suspected acts of bio-terrorism including chemical, biological, radiological, and events involving explosive devices.

To complete, evaluate, maintain, and update as appropriate the Rhode Island's Emergency Preparedness and Response Plans.

To participate in the design of planning exercises to test the efficiency of public safety emergency preparedness plans.

To design and utilize evaluation tools to measure program outcomes and effectiveness.
To assist in the preparation of press releases and articles for submission to the press as directed.
To generate written communications as directed in a timely and competent manner.
To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGE, SKILLS, AND CAPACITIES: A thorough knowledge of emergency planning and preparedness at the local, state and national level; a thorough knowledge of the background and objectives of an emergency preparedness program; a thorough knowledge of training practices and techniques; a working knowledge regarding the FEMA, Homeland Security Exercise and Evaluation Program (HSEEP); the ability to communicate both orally and written; the ability to effectively coordinate instructors, participants, and locations in training; the ability to establish and maintain effective working relationships; the ability to simulate cooperation, interest and participation in an emergency response program; the ability to communicate effectively; the ability to lead multi-disciplinary planning teams; the ability to foster and grow the whole community concept; the ability to prepare a variety of technical reports; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as has 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; and

Experience: Such as has been gained through: considerable experience 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.
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.

Within twenty-four (24) months of appointment (subject to course availability):

1. Must obtain and maintain certificates of training for FEMA's Master Exercise Practitioner.

Class Created: February 19, 2017