

CLASS TITLE: EMERGENCY MANAGEMENT TRAINING SUPERVISOR

Class Code: 02730401

Pay Grade: 31A

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 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 schedule, conduct, deliver and evaluate emergency management and homeland security training programs statewide; to perform a variety of professional training duties in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP) and the Emergency Management Program Grant (EMPG) guidelines; 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 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: None.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

To be responsible for coordinating a statewide training program, including the development of statewide strategic training programs; and planning, coordinating within budget guidelines.

To update all required information into various internal and external training tracking programs. Maintains a multi-year Training and Exercise Plan (TEP) and updates annually.

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

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

To support internal training programs and adjunct instructor development.

To deliver agency specific training to internal and external customers to facilitate learning and development applying the principles of adult learning to the development and delivery of training to create an optimal learning environment.

To determine and implement needed emergency management agency training courses and calculates the funding for these training courses.

To prepare contracts and agreements with instructors, adjunct instructors, and facilities at which training courses are conducted.

To coordinate Emergency Management agency training programs with federal, state, city and town officials.

To supervise training courses and serves as course manager to ensure proper coordination of delivery of training.

To maintain training calendar to reflect all training events.

To determine which students are appropriate candidates for training based on course content and background of students.

To facilitate training mandated by the Department of Human Resources to comply with State learning and development rules.

To facilitate agency specific training through various delivery methods to enhance employee and/or vendor development in compliance with departmental, state, and federal laws, rules, regulations, guidelines, processes, and procedures.

To develop or modify agency specific training materials based on defined objectives, participant needs, and delivery method for employee learning and development.

To conduct training needs analyses and confers with agency staff and subject matter experts to determine training needs.

To develop surveys, tests, and other tools for evaluating courses and participants' learning to ensure training needs are being met.

To coordinate activities for events such as conferences, seminars, symposiums, trainings, workshops, or related events to enhance employee and contractor's learning and development. To recommend the future use of agency specific contract vendors to management to ensure internal and external customer's needs are being met.

To capture and compile necessary information into agency specific database tracking software to ensure compliance with agency standards, policies, and procedures.

To create an optimal learning environment by verifying that equipment is available and functioning properly prior to and during training events.

To ensure the training location is set up appropriately for training events by arranging chairs, tables, course materials, equipment, and other items as needed.

To obtain information from surveys, focus groups, trainings, conferences, and other available sources to assess training needs from an individual to agency specific level.

To research the internet and/or other sources for relevant learning and development opportunities for agency specific employee development.

To maintain an open dialogue with external customers to ensure effective and efficient communication.

To act as person of contact and signatory for all resident training at various training facilities.

To receive training rosters and records of individual participation forms to ensure completion of activity and proper documentation.

To do related duties as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGE, SKILLS, AND CAPACITIES: A thorough knowledge of applications and uses of modern training practices; a thorough knowledge of the basic trends and current developments in training; 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 administrative practices, and procedures, including grants and contracts; a thorough knowledge of communication equipment, hazardous materials, field operations, and command and control principles for first responders; a

thorough knowledge of Incident Command System (ICS) and (National Incident Management System (NIMS); a working knowledge in the use of presentation graphics, multi-media devices, and computer programs and software; the ability to apply established practices, theories, techniques and methodology of training programs in emergency management; the ability to absorb a comprehensive understanding of the overall program of the agency; the ability to foster and grow the whole community concept with employees working in an agency and to solicit their cooperation in the overall training program; the ability to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority; the ability to logically analyze problems, interpret data, determine alternatives and propose solutions; the ability to communicate effectively; the ability to maintain effective working relationships with a wide variety of individuals; the ability to interact with multi-disciplinary teams; the ability to use office productivity software including but not limited to word processing programs, spreadsheets, presentation software, web-based email, instant-messaging, and search engines to meet agency goals; the ability to develop and maintain professional relationships with internal and external customers to enhance productivity and efficiency; 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 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.

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