

**MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION**

**Code No. 200700
Grade 24**

EMERGENCY MANAGEMENT SPECIALIST I

DEFINITION OF CLASS:

This is developmental/intermediate level professional emergency management and homeland security work. An employee in this class assists in scheduling, coordinating, and monitoring on-going work in the specialized areas of emergency management and homeland security programs. When working in an assigned specialty area, an employee in this class participates in performing the full range of duties relative to the specialty area, including planning, direction and coordination of all activities related to the specialty area; e.g., emergency preparedness, disaster response, mitigation, and recovery. Contacts include all levels of County departments including public safety personnel, staffs of department directors, and members of the public. The purpose of these contacts is to coordinate collaborative efforts; provide information, advice and recommendations; present matters of importance to top departmental and County decision-makers; and to request from or provide information to a number of different individuals/organizations. This class of work entails some public service/assistance, but it is incidental to the primary focus of the work.

Incumbents in this class are responsible for overseeing assigned projects or programs; analyzing and assessing the current and revised procedures and methods employed in program planning and implementation; evaluating related trends; coordinating and resolving issues that arise regarding the assigned program. The employee proceeds independently in planning and carrying out assigned work, collaborating with internal and external stakeholders, as appropriate. The work is carried out in accordance with professional principles and practices, applicable laws and regulations, and established policies and procedures. Guidelines covering the work include Federal, State and local laws and regulations and general County policies and procedures which frequently require interpretation and/or tailoring to meet County needs. The employee uses initiative, resourcefulness, experience and judgment in researching trends, developing and establishing new methods and precedents and their application in the conduct of the work. The employee has wide latitude with respect to determining how to complete tasks/assignments and the organization and presentation of data. Job complexity involves varied duties such as advising, investigating, analyzing, and balancing numerous diverse and complex issues. The scope and effect of the work are substantial in that they involve technical oversight responsibility over projects/programs that affect the health, safety and welfare of all County residents relative to the assigned project or program. The work is primarily sedentary, and is performed in a typical office setting.

EXAMPLES OF DUTIES: (Illustrative Only)

- Participates in the development and implementation of plans, policies and procedures for assigned program(s).
- Oversees and manages response efforts, including alert and emergency management systems.
- Plans, conducts and evaluates training, exercises, and drills related to disaster plans to ensure County-wide readiness.

- Coordinates with other local jurisdictions, State and Federal agencies, including the Department of Homeland Security and the Federal Emergency Management Agency, to develop and evaluate regional response plans.
- Establishes and maintains working relationships with other County department staff involved in emergency management.
- Conducts planning efforts, including the County's emergency operations plan, mitigation plans, and continuity of operations plans.
- Plans, coordinates and/or conducts preparedness and community outreach efforts.
- May represent the County on regional emergency response committees and before citizen groups and other outside organizations.
- Oversees the public warning and notification systems, including administration of Alert Montgomery, emergency operations center readiness.
- Participates as a member of State and local advisory boards; e.g., the Maryland STORMREADY Advisory Board.
- May manage the County's SKYWARN and STORMREADY programs.
- May manage the County's hazardous materials use permit program.
- Ensures compliance with Federal, State and local emergency management guidance.
- May manage the emergency operations center's WebEOC.
- Participates in the development of emergency management plans; e.g., continuity of operations, emergency operations, and evacuation plans.
- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of emergency management/homeland security areas.
- Knowledge of, or the ability to quickly develop, an understanding of County geography, government organization, functions, and lines of business, especially the location and operation of other government, non-government, and public safety organizations that interact with the Office.
- Knowledge of the mandates, theories, regulations and practices that govern emergency management/homeland security.
- Knowledge of and ability to apply quality control procedures.
- Ability to manage projects/programs; and analyze information from policies and regulations. Ability to effectively communicate, interact and collaborate with a wide variety of County employees and groups (e.g., public safety officials/employees, support organizations, members of the community, Federal and State officials) in rapidly changing and potentially stressful situations.
- Skill in verbal and written communication and collaboration.
- Proficiency in the use of information technology tools applicable to the field of emergency management.
- Ability to attend meetings or perform other assignments at locations outside the office, as necessary.

MINIMUM QUALIFICATIONS:

Experience: Some (two (2) years) of applicable experience in emergency management and/or public safety plans and practices; disaster recovery; hazard mitigation; exercise planning and coordination.

Education: Bachelor's degree from an accredited or university in such fields as emergency management, public safety, public administration, or a related field.

Equivalency: An equivalent combination of education and experience may be substituted.

License: None.

PROBATIONARY PERIOD:

Individuals appointed to a position in this class will be required to serve a probationary period of six (6) months, during which time performance will be carefully evaluated. Continuation in this class will be contingent upon successful completion of the probationary period.

MEDICAL EXAM PROTOCOL: Limited Core Exam.

Class Established: January, 2013

Revised: August, 2013

April, 2015