

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 4158 **TITLE:** EMERGENCY WATCH OFFICER **GRADE:** S-22

DEFINITION:

Under general direction, responsible for functioning as the principal county point-of-contact to receive, coordinate and disseminate emergency information pertaining to potential and actual risks and threats to County locality and operations to ensure the County maintains a high state of preparedness through vigilance, coordination and operational readiness; and to perform related work as assigned.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Emergency Watch Officer is distinguished from the Security Analyst in that the Emergency Watch Officer is responsible for managing the collection and dissemination of communications to inform the Security Analyst who serves as OEM duty officer of potential and actual risks, threats and ongoing incidents, whereas the Security Analyst serves as a duty officer responding to ongoing incidents and mitigating potential and actual risks and threats to County locality and operations.

ILLUSTRATIVE DUTIES:

Operates systems that provide for the receipt, analysis and dissemination of information pertaining to potential and actual emergency situations; including emergency information exchange systems, computer aided dispatch systems, VCIN terminals, police/fire/OEM radio systems, and other systems required to receive or transmit emergency information; Makes notifications for a variety of County Public Safety and Emergency Managers including resource call outs, conference/videoconference coordination, etc;

Operates/manages complex databases & other software using advanced functions;

Coordinates with County Emergency and Public Information Managers to script, verify, coordinate and disseminate emergency messages, public safety information and incident notifications using a variety of delivery options;

Researches, develops and maintains operational procedures and guidelines for watch and warning business process, technologies and facilities;

Develops and maintains the County Emergency Telephone directory, Alert and Notification contact lists and the OEM Resource Directory;

Operates and maintains weather monitoring equipment, notifications systems and related technologies;

Diagnoses and resolves hardware/software problems using substantive computer/software knowledge;

Supervises Amateur Radio (and other personnel) responsible for maintaining contact with external agencies during an EOC activation.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of emergency management technologies supporting watch center operational activities, including emergency management applications and watch information management systems, emergency databases, computer-aided dispatch, digital communications, and telephone and radio equipment and systems;

Thorough knowledge of the geography of the County;

Knowledge of the principles and practices of emergency preparedness;

Knowledge of County, state, and federal laws/regulations regarding emergency management services;

Knowledge of County police, fire, DPSC and EMS operations;

Knowledge of state, Metropolitan Washington and Northern Virginia regional government emergency management procedures and operations;

Ability to act quickly and decisively and maintain composure in an emergency;

Ability to work calmly and effectively under stress;

Ability to exercise tact and sound judgment;

Ability to communicate clearly and concisely, orally and in writing;

Ability to establish good working relationships with department/agency management, other organizations, County officials, public and private sector organizations, customers and the public.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to:

Graduation from accredited four-year college or university with a degree in public Safety, information systems or a related field; PLUS

Five years of experience in public safety, emergency communications, military and/or emergency management.

CERTIFICATES AND LICENSES REQUIRED:

None.

NECESSARY SPECIAL REQUIREMENTS:

Positions within this class will be subject to criminal history record checks and/or credit checks as a condition of hiring and periodically thereafter. An applicant or employee may be required to submit a request for a criminal history record check and/or credit check to the appropriate agency.

ESTABLISHED: November 21, 2005