

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 4198

**TITLE:** EMERGENCY MANAGEMENT SPECIALIST II

**GRADE:** S-24

**DEFINITION:**

Under general supervision, independently performs a full range of professional level management work in emergency management; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

Emergency Management Specialist I positions are distinguished from Emergency Management Specialist II positions in that Emergency Management I positions assist at the professional level in performing emergency management duties and data monitoring and analysis, whereas Emergency Management Specialist II positions perform, not just assist in, a full range of professional level management duties for emergency management.

Emergency Management Specialist II positions are distinguished from Emergency Management Specialist III positions in that Emergency Management Specialist II positions perform a full range of professional level work, managing components of an emergency management plan, whereas Emergency Management Specialist III positions perform senior level work, supervising employees and developing or initiating emergency management efforts and plans.

**ILLUSTRATIVE DUTIES:**

*(The illustrative duties listed in this specification are representative of the class but are not an all inclusive list. A complete list of position duties and unique physical requirements can be found in the position description.)*

Establishes and maintains liaisons with agency program managers to insure efficient and continued use of volunteers;

Prepares and presents speeches to civic and community organizations to promote volunteerism;

Serves as project manager on diverse, medium-sized county-level emergency management programs;

Regularly facilitates and convenes meetings with county agencies, recommends appropriate courses of emergency action, establishes emergency planning guidelines, and ensures compliance with federal, state and county emergency management guidance;

Conducts independent research, prepares, develops and manages assigned projects/ programs in a variety of complex emergency management areas;

May supervise other employees on a recurring or project basis;

Coordinate and work directly with residential and business partners;

Developing new relationships, researching and identifying available grant resources;

Identify and manage budget for program;

Performs ICS position specific or ESF function roles in day to day operations or during EOC activations.

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**REQUIRED KNOWLEDGE, SKILLS & ABILITIES:**

Knowledge of emergency disaster plans of local, federal and state governments;  
Ability to supervise both professional level staff and volunteers effectively;  
Ability to effectively demonstrate interpersonal and organizational skills;  
Ability to effectively communicate, both orally and in writing;  
Ability to develop, implement and evaluate program goals and objectives;  
Ability to operate emergency communications equipment, computers, wireless devices, etc.;  
Ability to effectively coordinate a variety of emergency management related activities.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience, and training equivalent to the following:  
Graduation from an accredited four-year college or university with a degree in business administration, public safety, emergency management or related fields PLUS  
Two years of professional work experience in emergency management or public safety.

**CERTIFICATES AND LICENSES REQUIRED:**

None.

**NECESSARY SPECIAL REQUIREMENTS:**

Positions in this class may be subject to criminal history records checks and/or credit checks as a condition of initial or continued employment.

ESTABLISHED: September 16, 2010