

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 4199

TITLE: EMERGENCY MANAGEMENT SPECIALIST III

GRADE: S27

DEFINITION:

Under general supervision, directs and manages one emergency management programs of considerable complexity; and/or supervises professional staff; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

Emergency Management Specialist II positions are distinguished from Emergency Management Specialist III positions in that Emergency Management II positions perform a full range of professional level management duties for components of emergency management plans and programs, whereas Emergency Management Specialist III positions perform senior level work, developing or initiating emergency management efforts and plans, and/or supervises the professional staff.

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.)

Acts as a senior project officer thus insuring a high degree of performance for a diverse and highly complex 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 research, prepares, develops and maintains identified emergency management plans and procedures as necessary to assure the timely, efficient and effective response to and recovery from identified emergencies;

Prepares both written and oral reports describing procedures, projects and activities of Emergency Management program;

Plans, conducts training and exercises to validate/enhance emergency operations, plans and procedures. Intergrades lessons learned into emergency plans and procedures;

Manages county-wide exercises, multiple agency events;

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

On a rotational basis, serves as emergency management staff duty officer. On an as-needed basis, responds to major fire scenes, weather emergencies, emergency medical scenes, hazardous materials events and other significant events to provide coordination and liaison between local, state, federal and private sector agencies;

Supervises assigned emergency support functions (ESF) and EOC personnel to mobilize/manage resources during an EOC activation;

Plans and manages multiple agency response initiatives during an emergency;

Evaluate new technology for applicability and enhanced effectiveness;

May supervise other employees on a recurring or project basis.

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Required Knowledge, Skills and Abilities:

Extensive knowledge of theory, principles, techniques and practices of emergency management and public safety;

Knowledge of emergency disaster plans of local, federal and state governments;

Ability to plan and organize an emergency preparedness program;

Ability to effectively coordinate a variety of emergency management related activities;

Ability to research and develop emergency management plans for the county;

Ability to effectively communicate on emergency management issues;

Ability to communicate effectively, both orally and in writing;

Ability to work collaboratively with diverse groups on complicated projects;

Ability to operate emergency communications equipment, computers, wireless devices, etc.

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

four years of professional work experience in emergency management or public safety.

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.

REVISED: January 18, 2013

ESTABLISHED: September 16, 2010