

Job Class Code: 7374	FLSA Status: Exempt-A
Pay Basis: Salary (Annual)	EEO Category: 2

GENERAL DESCRIPTION

The primary purpose of this position is to develop and manage a comprehensive disaster and emergency management program for the City, including disaster mitigation, preparedness, planning, training, education, response, and recovery. The position formulates long-range goals for the organization, develops policy and position papers, and negotiates with the chief administrative officer and/or elected officials. The class works within broad policy and organizational guidelines; regularly exercises discretions; independently plans and implements projects; reports progress of major activities through periodic conferences and meetings.

TYPICAL TASKS

- Manages and directs the operations of the City’s Emergency Operations including selecting or recommending selection of hires; training, assigning, and evaluating work; counseling, disciplining and termination or recommending termination.
- Ensures the City’s compliance with the requirements of the Virginia Disaster and Emergency Management Laws.
- Develops, researches, and prepares grant applications and determines the feasibility and compatibility of application requirements with organizational goals and objectives.
- Communicates, collaborates, and coordinates with other City departments, City leadership, citizens, volunteers, business community, military, and non-profit organizations in order to continue to build the City’s overall emergency management program.
- Works with various City departments and employees to develop more efficient ways of addressing issues related to disasters that may impact the City, including strategic planning, training, and exercises.
- Oversees the operational readiness and activation of the City’s Emergency Operations Center.
- Researches and remains current in all application regulations governing emergency management; develops plans, policies, and procedures and documents significant for significant events and activities.
- Attends or conducts staff and other professional meetings to exchange information.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Develops new approaches or methodologies to solve problems not previously encountered by analyzing, synthesizing, or evaluating data or information using unconventional or untried methods.
Interpersonal/People Involvement	Negotiates and exchanges ideas, information, and opinions with others to formulate policy and programs or arrive jointly at decisions, conclusions, or solutions.
Reasoning Requirements	Performs skilled work involving rules/systems but solves problems almost constantly.
Mathematical Requirements	Uses basic algebra involving variables and formulas; computes discounts, ratios, rates, and percent.
Language Requirements	Read technical instructions, procedures manuals, and charts to solve practical problems; composes routine and specialized reports, forms, and business letters; makes presentations to peers and citizens using normal grammar and word form.
Mental Requirements	Performs professional level work requiring the application of principles and practices of a wide range of administrative, technical, or managerial methods in the solution of administrative or technical problems; applies general understanding of operating policies and procedures to solve complex administrative problems; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.
Decisions/Supervisory Control	Makes decisions as a significant part of the job, affecting a large segment of the organization and the general public; assists in developing policies and practices.

KNOWLEDGE, SKILLS, AND ABILITIES	
Knowledge	Knowledge of the laws and regulations relating to the practice of emergency management and planning; Knowledge of state and/or Federal emergency grants and budgetary management; Knowledge of National Preparedness Framework and application of the program; Knowledge of the principles of management and their application to the administration of governmental affairs; Knowledge of Federal, State, and Local emergency management preparedness programs; Knowledge of Virginia Disaster Codes and its impact on local emergency management programs; Knowledge of research and report writing techniques; Knowledge of basic accounting principles and procedures; Knowledge of the principles of personnel management; Knowledge of federal and state disaster assistance programs and processes for access to those resources; Knowledge of economics, sociology and group dynamics as applied to emergency planning; Knowledge of state and federal contract administration requirements; Knowledge of principles of meteorology, hydrology and architecture as applied to emergency planning; Knowledge of computer hardware and software, including word processing, data processing software, and the Internet; Knowledge of Microsoft Office products.
Skills	Strong technology skills; Skills at managing diverse personnel; Skills in negotiating policy issues.
Abilities	Ability to direct and participate in complex planning studies and to analyze information and formulate conclusions and recommendations based upon such studies; Ability to interpret and apply laws, rules and regulations; Ability to monitor contracts and grants; Ability to communicate effectively, both orally and in writing; Ability to present information to community groups; Ability to establish effective working relationships; Ability to conduct research and prepare reports based on finding; Ability to interpret policies and procedures; Ability to analyze operations and recommend procedures to improve performance.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS	
Vocational/Educational Requirement	Requires any combination of education and experience equivalent to a bachelor's degree in Public Administration, Emergency Management, Homeland Security, Business Administration, Government Administration, Criminal Justice, Law Enforcement, Planning or a closely related field.
Experience	In addition to satisfying the vocational/educational standard, this class requires a minimum of five years of full-time equivalent experience including a minimum of three years of full-time equivalent emergency management experience.
Special Certifications and Licenses	A valid driver's license with an acceptable driving record is required. Certified Emergency Manager (CEM) and Certified Floodplain Manager (CFM) certifications are preferred.
Special Requirement(s)	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individualized position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential functions for a given position in a classification.