

## KENT COUNTY POSITION DESCRIPTION

Department of Public Safety  
*Division of Emergency Management*  
Classified, GRADE 10  
Exempt Position

### **EMERGENCY MANAGEMENT** **ADMINISTRATIVE OFFICER**

**GENERAL STATEMENT OF DUTIES:** Performs administrative tasks in planning programs and the daily direction of civil preparedness activities of the County; assumes full responsibility for the operations of the office in the absence of the Director; serves as Assistant County Safety Officer; does related work as required.

**DISTINGUISHING FEATURES OF CLASS:** The incumbent is responsible for assisting in the planning the evacuation routes and providing shelter for persons within the County during a natural or man-made disaster and assisting in developing overall safety programs for County workforce. Work assignments are carried out within policy guidelines and general goals and objectives. The incumbent reports to the Assistant Director or Director.

**ADA REQUIREMENTS:** This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires kneeling, reaching, and fingering; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for night vision, preparing and analyzing written or computer data, operation of machines, and operation of motor vehicles or equipment; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, atmospheric conditions, and wearing a respirator. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.

#### **EXAMPLE OF WORK:**

Maintain books and records in accordance with guidelines of Federal or other grants;  
Attend meetings concerning office when directed;  
Assist public in the office and perform public relations outside of the office;  
Attend and assist in drills, exercises, and conferences;  
Operate office equipment on inventory and communications equipment;  
Prepare reports, such as quarterly financial reports, project applications, and requests for Federal reimbursement;  
Prepare purchase orders for procurement of office supplies and equipment;  
Set up and maintain files on all shelters and supplies in Kent County;  
Assign emergency volunteers and keep records of names, addresses, and phone numbers;  
Maintain readiness to be on duty in the Emergency Operations Center during a natural or man-made disaster for lengthy periods of time;  
Serve as the Operations officer and is familiar with all emergency plans and procedures;  
Perform regular safety inspections in all County buildings and coordinates safety improvements.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of the techniques, principles, and methods of public communication; thorough knowledge of defense and disaster relief operations; knowledge of management and organization methods and procedures; some knowledge of bookkeeping and fiscal records maintenance; good knowledge of training methods and techniques; ability to work with County and municipal officials and to coordinate their activities for the program; ability to work with State and Federal officials and to integrate the operation with the total regional program; ability to maintain composure and an effective program of management and coordination in times of emergency and great emotional stress; ability to operate a standby program and maintain interest and alertness among participants; considerable speaking and writing ability; ability to read and interpret OSHA-type regulations; working knowledge of personal computers and pertinent applications; regular and timely attendance; performance of duties in a safe manner.

ACCEPTABLE EXPERIENCE AND TRAINING: Completion of a standard high school coursework or G.E.D, (Associate's degree in Emergency Services Management desirable) with business school and fire service training and at least two years experience in public relations, business, or public administration; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

ADDITIONAL REQUIREMENTS: Possession and retention of a valid motor vehicle operator's license issued by the State of Delaware. All motor vehicle violations must be reported to supervisor immediately and a good driving record is required to retain position. Must pass testing for substance abuse and criminal background investigation. Direct deposit of pay required.

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Employee Acknowledgment

Rev. 12/10/91  
Rev. 7/1/94  
Rev. 7/1/98  
Rev. 01/11/99  
Rev. 07/01/00