

**Title: Emergency Management Administrative Officer**  
**Department: Public Safety**  
**Division/Office: Emergency Management Division**



Grade 2122; FLSA Exempt position; Category: Classified; Job Code: AOEP; Rev.:07/01/2021

### **General Description**

The purpose of this position is to plan for man-made and natural disasters and the safety of citizens and visitors to Kent County by ensuring that the proper resources are available to safely mitigate, and effectively restore critical infrastructure to Kent County.

This position works under administrative supervision, developing and implementing programs within organizational policies and reports major activities to executive level administrators through conferences and reports.

### **Duties and Responsibilities**

*The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions as necessary.*

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Prepares and manages the Emergency Management Planning Grant on an annual basis, develops budget, monitors spending, prepares quarterly reports, and completes required training for the grant.
- Develops, maintains, and reviews plans for Kent County.
- Initiates, prepares, and administers grants in support of emergency services and homeland security programs.
- Participates and develops exercises and drills to test emergency plans and procedures.
- Conducts Extremely Hazardous Substance Site Visits to facilities in Kent County that have EHS on site. Prepare reports for submission to facility and management on each facility.
- Prepares and manages EOC for activations during disasters or training exercises.
- Inventory and maintain computers, radios, and other equipment for readiness.
- Investigates safety concerns involving County premises and staff, prepares report with recommendations, and coordinates County safety initiatives.
- Performs related work as required.

### **Minimum Education and Experience Requirements:**

Requires Bachelor's degree in emergency management, public or business administration or related field supplemented by six (6) years of progressively responsible experience in emergency management, project management, public relations or any equivalent combination of education, training, and experience.

### **Additional Requirements:**

Thorough knowledge of defense, homeland security, and disaster relief operations; thorough knowledge of the techniques, principles, and methods of public communication; demonstrated

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knowledge of project management and organization methods and procedures; demonstrated knowledge of grant management, 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.

**Americans with Disabilities Act 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, balancing, climbing, feeling, grasping, handling, walking 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; mental acuity is required to make rational decisions through sound logic and deductive processes; physical attendance at work site is required to perform manual tasks, provide immediate service to onsite customers, and supervise or interact with work group; 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.

**Special Certifications and License Requirements:**

- Must possess and maintain a valid state driver's license with an acceptable driving history.

**Notices:**

Kent County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management. This is an employment at-will position.

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Employee Acknowledgement