

Career Service Authority

Emergency Exercise and Training Officer

Revised Date	02/16/02
Revised By	Shirley Garcia
FLSA Code	Exempt
Est. Date	9/16/95

General Statement of Duties

Organizes, coordinates, and implements emergency management exercises and training programs, teaches preparedness classes, and performs rotational duty officer functions.

Essential Duties and Knowledge, Skill, and Ability Requirements

1. Performs duty officer functions on a rotating basis, evaluates emergency/crisis incidents, and coordinates agency operations and city/county response. May perform operational duties at emergency/crisis location.
 - *Skill in evaluating emergency/crisis situations.*
 - *Skill in establishing and maintaining effective working relationships with other employees, organizations and the public in emergency and other situations.*
 - *Skill in reacting calmly and effectively in emergency and stressful situations.*
2. Plans, conducts, and evaluates emergency management exercises for agency office, City/County departments, private businesses, and combined operations with multiple departmental and services participation.
 - *Knowledge of appropriate emergency response functions sufficient to be able to prepare, conduct and evaluate existing procedures.*
 - *Skill in exercising initiative, judgement, and decision making in solving problems and meeting organizational objectives.*
 - *Skill in independently adapting, interpreting and applying written guidelines, precedents and standardized work practices to a variety of unprecedented or problematic situations.*

3. Implements and interprets policies and procedures developed by higher level managers or supervisors. Assists in developing, recommending and coordinating the implementation of new procedures for the assigned functions or unit.
 - *Skill in developing and implementing policies and procedures relative to the work assignment.*
4. Organizes an Exercise Design Team, and conducts regularly scheduled meetings.
 - *Skill in communicating clearly and concisely to elicit and/or present explanatory or interpretive information.*
 - *Skill in exercising initiative, judgement, and decision making in solving problems and meeting organizational objectives.*
5. Operates and maintains computerized emergency warning systems and software programs.
 - *Skill in reacting calmly and effectively in emergency and stressful situations.*
 - *Skill in using computers and a variety of software.*
 - *Skill in exercising initiative, judgement and decision making in solving problems and meeting the objectives of the unit or project.*
6. Develops and coordinates public education and awareness programs.
 - *Skill in communicating clearly and concisely to elicit and/or present explanatory or interpretive information.*
 - *Knowledge of teaching strategies and training techniques sufficient to be able to develop, plan and coordinate educational and training programs.*
 - *Skill in coordinating and organizing projects.*
7. Recommends expenditures and writes grant funding proposals for training program.
 - *Skill in researching and preparing written justification for use in proposals for funding.*
 - *Skill in exercising initiative, judgement, and decision making in solving problems and meeting organizational objectives.*

8. Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions to this class will be determined by the amount of time spent in performing the essential duties listed above.

Job Requirements

Level of Supervision

No supervisory responsibility.

Guidance and Decision Making

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guidelines in order to interpret precedents, adapt standard practices to differing situations, and recommend alternative actions in unprecedented situations. Work assignment is performed within an established framework under general instructions. Employee is responsible for determining time, place, and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices or precedents may be discussed with the supervisor before being initiated. Completed work is generally reviewed for soundness of judgment, conclusions, adequacy and conformance to policy.

Interpersonal Communications

Contacts with the public and/or employees under stressful or emergency conditions where an immediate service is rendered and explanatory information or interpretive information is exchanged, gathered or presented.

Physical Demands

Walking: moving about on foot.

Sitting: remaining in the normal seated position.

Carrying: transporting an object, usually by hand, arm, or shoulder.

Balancing: maintaining body equilibrium to prevent falling over.

Handling: seizing, holding, grasping or otherwise working with hand(s).

Fingering: picking, pinching, or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Eye/hand/foot Coordination: performing work through using two or more.

Physical Strength

Lifting: raising or lowering an object 10 - 25 pounds.

Vision Requirements

Far Acuity: ability to see clearly at 20 feet or more.
Near Acuity: ability to see clearly at 20 inches or less.
Depth Perception: ability to judge distance and space relationships.
Field of Vision: ability to see peripherally.
Accommodation: ability to adjust vision to bring objects into focus.

Mental Demands

Oral Comprehension
Spatial Orientation
Written Comprehension

Environmental Conditions

Temperature Changes: variations in temperature from hot to cold.
Hazards: conditions where there is danger to life, body, and/or health.
Atmospheric Conditions: conditions that affect the skin or respiratory system.

Working Conditions

Exposed to unpleasant elements (accidents, injuries and illness).
Subject to varying and unpredictable situations.
Handles emergency or crisis situations.
Subject to many interruptions.
Pressure due to multiple calls and inquiries.
Exposed to dangers of assaults/hazards from investigating alarms.
Exposure to toxic chemicals.

Minimum Education

Baccalaureate Degree in Political Science, Public Administration, Management or a related field.

Minimum Experience

Two years of experience performing emergency management functions and which included assisting in executing disaster scenarios, training response teams, and evaluating emergency response operations.

Equivalency

A combination of appropriate education and experience may be substituted for the minimum education required, and for one year of the minimum required experience.

Licensure and Certification

Possession of a valid Colorado Class "R" Driver's License by the completion of probation.