

## **EMERGENCY MANAGEMENT DIRECTOR**

### **DEFINITION OF WORK**

Under general supervision, performs complex technical and administrative work in the development and administration of a comprehensive safety, communication and Emergency Management program for Winston-Salem/Forsyth County; does related work as required.

### **EXAMPLES OF WORK**

Develops and updates written emergency response strategies in accordance with Federal and State requirements. Supervises City/County Emergency Operations Center, programs and activities relating to warning and communications systems, shelters, supplies and equipment, training, public education information and related items. Maintains an inventory of community resources for use in emergencies. Develops, plans and coordinates emergency exercises to test preparedness. Evaluates results of emergency services in simulated and actual disasters. Administers programs in compliance with the Federal Superfund Amendments and Reauthorization Act (SARA) and the North Carolina Department of Labor "Right to Know" legislation. Establishes objectives and goals for programs. Prepares the annual operating budget. Oversees budget implementation. Monitors and controls expenses. Plans, directs, assigns and supervises the work of subordinates. Establishes work standards and evaluates performance. On 24 hour call within Winston-Salem/Forsyth County.

### **EMPLOYMENT STANDARDS**

Any combination of education and experience equivalent to a bachelor's degree, with considerable experience in emergency management planning or administration and significant supervisory experience. Considerable knowledge of federal, state and local emergency management programs and of resources available for civil defense and disaster relief programs. Ability to communicate effectively, both orally and in writing.

### **SPECIAL REQUIREMENTS**

Possession of a valid North Carolina driver's license.