

MONTGOMERY COUNTY CLASSIFICATION SPECIFICATION: May 2005	CLASS TITLE: DIRECTOR, MONTGOMERY COUNTY OFFICE OF EMERGENCY MANAGEMENT	CODE: 84738
	MAJOR AGENCIES: BCC	PAGE <u>1</u> OF <u>1</u>

CLASS CONCEPT: Unclassified Management level in Emergency Management occupation under general administrative guidance of the Director of Administrative Services, Montgomery County Board of County Commissioners requiring mastery of emergency preparedness planning and public administration in order to direct all internal and external operations of the county's emergency preparedness functions and programs and supervise assigned personnel. Performs the material and substantial duties of the classification more than 50% of the time.

RANK	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	As Director plans, directs and coordinates all operations of the Montgomery County Office of Emergency Management, responsible for developing and oversight of MCOEM policy and for oversight of all financial matters and budgets as well as supervising assigned staff. Responds to local and regional disasters and major emergencies as necessary. Represents the Montgomery County Office of Emergency Management to the public, political subdivisions and media.	<u>Knowledge of</u> 1 (budgeting-public budgets), 4 (public accounting), 11a (public relations, 11b (human relations, 14 (federal & state laws governing federal funds*, federal &state laws, rules & regulations governing assigned program areas*), 20 (Natural Sciences – planning & technical writing), 21 (social sciences – reasoning): <u>Ability to</u> 30b (recognize unusual or threatening conditions & take appropriate action), 30r (deal with many variables & determine specific action), 31d (calculate fractions, decimals & percentages), 32r (prepare & deliver speeches before specialized audiences & general public), 32x (lecture on politics, economics or science to highly specialized groups), 33e (gather, collect & classify information about data, people or things), 34f (handle sensitive inquiries from & contacts with officials & general public).
2	Responsible for all aspects of mitigation, planning response and recovery for Montgomery County. Responsible for implementation of mandated programs of FEMA, OEMA, as well as local programs – Serves on various committees; (i.e. MGCLERC and the regional Hazmat Board).	<u>Knowledge of</u> 1, 4, 11a , 11b, 14*, 21: <u>Ability to</u> 30b, 30r, 31d, 32r, 32x, 33e, 34f.
3	Responsible for the development & implementation of the hazard analysis, EOP, and other contingency resources, information and assistance to the affected jurisdiction. Responsible for various matters involving emergency management preparedness. (Performs Related Duties As Required)	<u>Knowledge of</u> 1, 4, 11a , 11b, 14*, 21: <u>Ability to</u> 30b, 30r, 31d, 32r, 32x, 33e, 34f. (*Developed After Employment)

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: (Including License, If Any) Valid Driver's License with acceptable driving record. Bachelors Degree in related area and experience & background in Emergency Management/Homeland Security.	TRAINING & DEVELOPMENT: Certified Emergency Manager credential preferred
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