### Class Concept:
Multi-incumbent classification, under direction performs critical tasks relating to the administration and development of county disaster preparedness plans, emergency management training and exercise programs, emergency operations center functions, mitigation and recovery programs and research and logistical support efforts. Performs the material and substantial duties of the classification more than 50% of the time.

#### Class Title: Emergency Operations Officer

<table>
<thead>
<tr>
<th>Rank</th>
<th>Job Duties</th>
<th>Major Worker Characteristics</th>
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<tbody>
<tr>
<td>1</td>
<td>Maintains &amp; oversees the operation of the Montgomery County Emergency Operations Center (EOC) and coordinates EOC activities. Establishes plans, organization, systems and controls to effectively support jurisdictions requesting resources during emergency or disaster declarations. Responsible for acquisition, maintenance, storage and shipment of equipment and systems required to support emergency response operations, homeland security operations and local shelter activities. Coordinates emergency resource assistance and provides guidance to regional jurisdictions; coordinates GIS computer modeling &amp; remote imaging requirements; Develops and provides program guidance including training in disaster preparedness, response, and recovery. Develops and provides training for first responders. Develops, participates in, coordinates, and tracks emergency management disaster exercises. Develops, implements, maintains, and updates emergency planning, documents. Acts as advisor for mitigation issues and planning.</td>
<td>Knowledge of: (emergency management), 1 (budgeting*), 5 (management), (fiscal management*), 7 (manpower planning), 8 (employee training and development) (accounting*), 10 (safety practices), 11a (public relations), 13 (office practices and procedures), 14 (government structure and process*), 15 (counseling), 16 (interviewing), 17 (business*); Skill in: 29 (personal computer); Ability to: 30b (Recognize unusual or threatening conditions &amp; take appropriate action), 30h (apply principles to solve practical everyday problems), 30i (Deal with variety of variables in somewhat unfamiliar context), 30j (Interpret variety of instruction in written, oral, picture or schedule form), 30k (understand practical field of study e.g. public safety), 30l (define problems, collect data, establish facts &amp; draw valid conclusions), 30m (interpret extensive variety of technical material in books, journals &amp; manuals), 30r (deal with many variables &amp; determine specific action (e.g., disaster plans), 32i (complete routine forms), 32j (maintain accurate records), 32y (comprehend and discuss highly abstract material), 32i(resolve complaints from citizens and officials) 34f (handle routine and sensitive contacts with officials &amp; general public), 35a (demonstrate physical fitness), 35b (demonstrate agility (to move whole body quickly &amp; easily), 35d (demonstrate dexterity (to use hands &amp;/or feet skillfully- see unusual working conditions).</td>
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<tr>
<td>2</td>
<td>Assists the director in the general operation and maintenance of the office, provides assistance in the development of policy, database management financial management and budget, administers grants, including application reporting and close-out processes. Develops written procedures to document administrative processes, identifies funding sources and manages budgeted and special funds. Manages procurement process and maintains resource inventories. Develops, maintains &amp; coordinates regional mutual aid agreements, operational plans &amp; procedures for implementation of county policies. (Performs Related Duties As Required)</td>
<td>Knowledge of: (emergency management), 1*, 5*, 7, 8*, 10, 11a, 13, 14*, 15, 16, 17*; Skill in: 29; Ability to: 30b, 30h, 30i, 30j, 30k, 30l, 30m, 30r, 32i, 32j, 32y, 32i, 34f, 35a, 35b, 35d.</td>
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</table>

### Unusual Working Conditions:
Requires above-average agility and dexterity. Work involves exposure to impact areas, extended periods of standing or walking over rough, uneven or rocky surfaces, recurring bending, crouching, stooping, stretching, reaching or similar activities, moderate

### Minimum Class Requirements:
(Including License, If Any)
Valid State of Ohio driver license with acceptable driving record.
Completion of core course work toward a bachelor degree in emergency management, public administration, business administration, planning, or a related field.

### Training & Development:

**CLASS TITLE:** EMERGENCY MANAGEMENT OPERATIONS OFFICER  
**CODE:** 84733  
**MAJOR AGENCIES:** BCC  
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**CLASS CONCEPT:**

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<th>RANK</th>
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<td>3</td>
<td>Performs outreach visits to ensure appropriate response posture is maintained for effective response to disasters. Prepares and presents disaster preparedness and emergency public information; prepares and presents briefings, oral presentations, written correspondence and reports on emergency management issues. Responds to jurisdictions during times of emergency to render advice, provide information and assess resource needs. Travels to and participates in discussions, meetings, and serves on panels or committees; attend workshops, committees and boards. Inventories, controls and maintains all MCOEM owned emergency response equipment; obtain and maintain licenses and permits for storage and use of WMD detection equipment. Serves in assigned staff positions in the Montgomery County Emergency Operations Center (EOC) during EOC activations. (Performs Related Duties As Required)</td>
<td>Knowledge of: (emergency management), 1*, 5*, 7, 8*, 10, 11a, 13, 14*, 15, 16, 17*; Skill in: 29; Ability to: 30b, 30h, 30i, 30j, 30k, 30l, 30m, 30r, 32i, 32j, 32y, 32i, 34f, 35a, 35b, 35d. (*Developed After Employment)</td>
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</table>

**UNUSUAL WORKING CONDITIONS:**

Precautions and may require the use of protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves or shields. Requires travel & absence from home for extended periods, and unusual hours during emergencies and other assignments.

**MINIMUM CLASS REQUIREMENTS:** (Including License, If Any)

**OR -** High School Diploma or GED and two (2) years work experience in disaster services, emergency response operations, grants administration, or emergency management.

(Other Evidences May Be Substituted)

**TRAINING & DEVELOPMENT:**