DEPARTMENT OF PERSONNEL SERVICES
COUNTY OF MAUI

PART I
Class Specification for the Class:

EMERGENCY MANAGEMENT OFFICER

Duties Summary:

Responsible for the management and administration of the civil defense program for the County of Maui under the direction of the Mayor, including the development and maintenance of plans for the operation of government and related agencies in times of natural or man-made emergencies; coordinates and centralizes emergency response and disaster preparedness activities in conjunction with federal and state governments and other related organizations.

Distinguishing Characteristics:

This single-position class is distinguished by its overall responsibility for the management and administration of the civil defense program for the County of Maui and maintaining a high level of preparedness for natural and man-made disasters.

Examples of Duties: (The following are examples of duties and are not necessarily descriptive of any one position in this class. The omission of specific duties statements does not preclude management from assigning such duties if such duties are a logical assignment for the position.)

- Promulgates the planning, development, execution and testing of the County's Civil Defense Program and Emergency Operations Plan; tests plans through training exercises, simulations, and alerts to determine effectiveness and worth;
- Compiles data necessary to carry out emergency management functions, including data necessary for planning, monitoring, and following up on natural or man-made disasters;
- Directs the financial, business, personnel, administrative and other functions of the Maui County Civil Defense Agency, including the preparation of the agency's budget, and approves all expenditures;
- Administers policies and procedures imposed by the Federal and State governments related to the Civil Defense Agency and its functions, and ensures that reports required by Federal, State and local governments and agencies are prepared and submitted on a timely basis;
- Monitors potential disasters as information is received and advises governmental and private entities and the public on precautions or actions to be taken;
- Serves as first responder on-call and directs and coordinates civil defense operations during and after alerts or periods of emergency, including coordination and direction of the operation of the emergency operations center and emergency agencies;
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- Coordinates, supports and integrates volunteers and volunteer organizations into the County civil defense system;
- Directs the countywide civil defense information and education program, makes speeches and public appearances for civil defense programs, and establishes, maintains and fosters positive working relationships with government agencies and private sector entities.
- Performs other related duties as required.

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This is the first specification for the class, EMERGENCY MANAGEMENT OFFICER, established on July 16, 2010.

APPROVED: Aug 24, 2010
Director of Personnel Services
PART II

Minimum Qualification Specification for the Class:

EMERGENCY MANAGEMENT OFFICER

Training and Experience: A combination of education and experience equivalent to graduation from an accredited college or university with major work in emergency management, public administration, business administration, economics, or a related field and five years of progressively responsible administrative experience, one of which shall have been in administering the activities of a large organization or group of organizations.

License Requirement: Possession of a valid motor vehicle driver’s license (equivalent to State of Hawaii Type 3).

Knowledge of: civil defense laws; federal legislation and policies affecting civil defense administration; principles and practices of emergency management; principles of organization and administration; government organization of the State of Hawaii and its political subdivisions; principles and practices of supervision; and public relations.

Ability to: assimilate details and analyze problems; act decisively in emergencies; speak effectively before large groups; supervise, direct, and coordinate the work of others; organize and chair meetings and conferences at executive level; organize and coordinate activities of large numbers of volunteers and organizations, establish effective working relationships with representatives from other governmental agencies, community organizations, and various segments of the public; and obtain and maintain all required security clearances.

Health and Physical Condition: Persons seeking appointment to positions in this class must meet the health and physical condition standards deemed necessary and proper to perform the essential functions of the position with or without reasonable accommodations.

Physical Effort Grouping: Light

Special Working Conditions: Irregular and long hours, shifts, weekend, holiday work, and exposure to hazards as required.

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Director of Personnel Services