



NEBRASKA STATE GOVERNMENT
invites applications for the position of:

Emergency Management Unit Supervisor

SALARY: \$24.14 /Hour
OPENING DATE: 01/05/18
CLOSING DATE: 01/25/18 11:59 PM
JOB TYPE: PERM FULL TIME
LOCATION: Lincoln
DEPARTMENT: Military Department (Adjutant General)

DESCRIPTION:

Supervises Preparedness Section personnel and provides administrative support and direction regarding the Planning Unit; assists with the coordination of state and local resources required for planning and preparedness purposes, coordinates federal grant processes, assists state and local officials with project planning processes, ensures the agency addresses program activities in compliance with state and federal requirements, assists the Preparedness Section Manager with the development and implementation of policies and procedures to ensure the efficient administration of planning related strategies for the State of Nebraska.

EXAMPLES OF WORK:

- Supervises personnel assigned to the Preparedness Section and directs employee interface with local elected officials, local emergency management directors and other public employees as needed.
- Provides direction and control over the Local Emergency Operations Plan (LEOP) and Debris Management programs, to include providing coordination with the Training and Exercise Unit with LEOP orientations and seminars.
- At the direction of the Preparedness Section Manager: Reviews, updates and maintains the State Emergency Operations Plan, State Homeland Security Strategy, and other applicable state level planning initiatives ; coordinates the activities of the Governor's Homeland Security Policy Group, Lt. Governor's Senior Advisory Committee, and the State Planning Team;
- Supports and assists local/state officials with efforts to protect, prevent, prepare, respond and recover from emergencies and disasters, and supports efforts to obtain resource and technical assistance during all phases of emergencies/disasters.
- Participates in training and exercise activities which support the overall mission of the agency.
- Serves as the Duty Officer Supervisor on a rotational basis in support of the Duty Officer system.
- Other duties as assigned.

QUALIFICATIONS / REQUIREMENTS:

REQUIREMENTS: Post high school coursework/training in one or more of the following areas; public administration, regional/urban/community planning, disaster planning, public safety program planning, transportation planning, military science, political science or statistics and experience in any of the following areas; government planning, military operations, public relations, Emergency Management planning/operations, or private/industrial operations management.

PREFERRED: Extensive experience in supervision, goal setting and achievement and supervision responsibilities include but not limited to time-sheets, daily accountability, requests for travel, and requests for purchase, employee development and team building characteristics is preferred. **In addition successful completion of NIMS and FEMA Independent Study Courses identified within the Emergency Management Planning Specialist class specification; staff assigned to the Preparedness Section should also possess: NIMS 300 & 400; FEMA IS 5 a., 10 a., 11 a., 120.a., 130, 230 d., 235 c., 240 b, 241 b., 242 b., 700 a., 702 a., and 703 a. . & 775, is also highly preferred.**

Other/Special Note: Must possess a valid driver's license at time of employment. Incumbents in this class are assigned as an Agency Duty Officer on a rotational basis. When serving as a Duty Officer, incumbents must be available for emergencies on a 24-hour basis for a seven-day period. At all other times, incumbents must be available for duty around the clock in the event of an emergency or natural disaster. Incumbents must be able to report to the NEMA office within a timely manner, and must be available at all times around the clock for duty in the event of an emergency or natural disaster; be available to travel away from home for up to two weeks at a time. Ability to move/lift/push/pull 50 lbs.

and should be able to work in outdoor temperature extremes. Certifications, diplomas, and references will be verified prior to job offer and any falsehoods will disqualify the applicant.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: Knowledgeable in all agency programs; State and Federal level planning Initiatives and FEMA grant process. the functional relationship between the federal, state, and local emergency management organizations; the state statutes pertinent to emergency management; emergency management planning and operations; management principles; the technical literature pertinent to emergency management programs; the proper channels for dissemination of program information; emergency management organizations and organizational structures; principles and practices of urban, community and regional disaster planning; Ability to: interpret and apply emergency planning and operations rules and regulations; organize and coordinate program activities with federal, state and local agencies; effectively interact with state and local governments, volunteer, and private organizations and other Emergency Management Agency staff; implement emergency operations plans and direct/coordinate rescue and survival activities; evaluate emergency situations and make sound recommendations based on current weather or disaster conditions and personnel/resources.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://statejobs.nebraska.gov>

Position #03188319
EMERGENCY MANAGEMENT UNIT SUPERVISOR
KS

1526 K Street, Suite 100
Lincoln, NE 68508

Equal Opportunity Employer
