

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Emergency Preparedness Director		Class Code: 002WE1
	FLSA Status: Exempt	Salary Schedule: PAT 1	Effective Date: 6-27-13
	Summary: Incumbent serves as a senior level planner in the Indiana Department of Homeland Security (IDHS).		

Duties:

- Coordinates work of lower level workers and assists in complex or unusual situations;
- Develops comprehensive emergency tactical and operational plans, statewide analyses and evaluations;
- Coordinates with local, state and federal partners to ensure consistency, feasibility, flexibility and interoperability of all operational or tactical plans;
- Coordinates with the timetable and execution of tabletop, functional and full-scale exercises for the emergency plans;
- Provides guidance to political sub-divisions of the state to enable each jurisdiction to develop area plans;
- Heads planning teams to meet these requirements;
- Coordinates, promotes and manages district level training and exercise training programs;
- Assists local, state and federal partners in developing and conducting training exercises at the state and regional level;
- Prepares short and long range training plans for state and local responders;
- Requires travel to scheduled exercise sites to act as facilitator, controller or evaluator;
- Performs related duties as required.

Job Requirements:

- Broad knowledge of planning techniques and procedures;
- Considerable knowledge of urban planning, transportation planning and state and local economic and industrial development;
- Extensive knowledge of emergency disaster, emergency cause and effect and procedures and methodology to minimize adverse effects;
- Ability to plan, organize and direct the work of others in the development of comprehensive plans;
- Ability to use the techniques of fact-finding and analysis to interpret statistical information and trends concerning the physical, social and economic aspects of population centers;
- Ability to explain the programs and secure cooperation between local, state and federal government and private executives;
- Ability to communicate effectively, both orally and in writing and through structured media;
- Ability to plan and develop feasible techniques and methods to achieve solutions;
- Ability to comprehend and interpret federal and state laws, guidelines and regulations relative to disaster planning and operations.

Difficulty of Work:

Incumbent must exercise considerable judgment in developing solutions to unique and complex problems. Incumbent recommends the most suitable solutions for establishing a course of action to pursue for each planning area. Using broad guidelines, incumbent must make decisions involving such factors as degree of structural protection, modes of travel, impact on affected communities, available resources, limitations and necessity of consideration and interpreting state and federal laws and regulations in performance of the above.

Responsibility:

Incumbent works under minimal supervision receiving only general guidelines. Incumbent neither seeks nor needs technical assistance. The Planning Chief is available for consultation and assistance on complex, controversial or policy matters. The incumbent applies pertinent program guidelines in making decisions and recommendations on projects. Recommendations and completed projects are reviewed for attainment of objectives.

Personal Work Relationships:

Incumbent works with federal, state, county and municipal officials and associated planners on the local, state and federal level. The purpose of these relationships is to provide guidance and obtain cooperation and coordination on controversial program aspects.