



**ARLINGTON COUNTY, VIRGINIA
HUMAN RESOURCES DEPARTMENT**

EMERGENCY MANAGEMENT SPECIALIST I
Public Safety Communications & Emergency
Management

Salary Range: \$43,617.60 - \$85,488.00 Annually

Announcement No: 1177-20A-CEM-HQ

Closing Date: 09/12/2019

An Equal Opportunity Employer/Reasonable Accommodation upon Request

Work Location: 1400 N. Uhle Street, Arlington *METRO-accessible*

POSITION INFORMATION

The Department of Public Safety Communications and Emergency Management (DPSCEM) is seeking an Emergency Management Specialist to support the development, implementation, and delivery of emergency preparedness programming for DPSCEM. The position is designed to provide broad-based support for programs that span all hazards and all phases of emergency management during normal operations and in emergency situations. This position will serve in a position in the Emergency Operations Center(EOC) as needed and possibly with minimal notice.

Specific duties include:

- Assisting in administering and evaluating emergency management -related training and drills on a County Wide-Basis;
- Assisting in the administration of federal grant programs based on assigned program(s), such as: National Incident Management System (NIMS), Compliance Officer, Exercise and Training, Regional Planning, Citizen Corp, Volunteer & Donations Management, Community Engagement, Communications Business Outreach, and Metropolitan Medical Response System;
- Conducting research, compiling information, and preparing substantive statistical and/or narrative reports;
- Recommending policy changes to meet current needs or changes in conditions;
- Coordinating with other local jurisdictions, state and federal agencies, including the Department of Homeland Security and Federal Emergency Management Agency, to develop and evaluate regional response plans;
- Creating, developing, and / or assisting in the implementation of emergency response plans for local, regional, and special events;
- Executing department plans to achieve goals and objectives; to include supporting the Planning and Training and Exercise functions;
- Supporting Emergency Support Functions representatives and EOC personnel, as assigned, to mobilize and manage resources during an EOC activation;
- Supporting programs that provide targeted outreach with partners and stakeholders to strengthen resilience by preparing individuals and organizations for any disaster or emergency; and
- Serving in the EOC as needed with minimal notice.

This position requires strong interpersonal and organizational skills, excellent oral and written communication, including public speaking.

SELECTION CRITERIA

MINIMUM: High school or vocational school, GED certificate, or the equivalent plus two years' experience in public safety, emergency management or related field that includes

experience using a variety of tools to facilitate emergency notifications, record keeping, data collection and analysis.

SUBSTITUTION: Additional professional level emergency management experience may substituted for the education requirement on a year-for-year basis. A graduate degree in Public Administration, Emergency Management, or a related field may be substituted for two years of work experience.

DESIRABLE: Preference will be given to candidates with one or more of the following:

- a) Experience with emergency preparedness/crisis management, including project management;
- b) Experience supporting multiple partners and stakeholders to accomplish needed objectives;
- c) Experience preparing and delivering community presentations to a variety of audiences;
- d) Proficiency using Microsoft Office Suite or similar and/or WebEOC; and
- e) Bachelor's degree in Emergency Management, Public Safety, Public Administration or related field.

SPECIAL REQUIREMENTS

The applicant must possess a valid motor vehicle operator's license from the applicant's place of residence. The applicant must authorize Arlington County to obtain, or the applicant must provide a copy of the applicant's official state/district driving record. Any offer of employment may be contingent upon a favorable review of the applicant's driving record

ADDITIONAL INFORMATION

This is a full-time, limited-term position. The employee is eligible for the full range of benefits.

Specific work hours/schedule will be determined at time of hire. Position requires availability for call-back in emergencies. Evening and weekend work will be required on occasion.

Your responses to the supplemental questionnaire are considered part of the selection process and are required for this position. Please do not give "see resume" as a response to the questions. Incomplete applications will not be considered. In order to receive full credit for your experience, please ensure that you have included details of all relevant work experience on your application and have completed the Supplemental Questionnaire in its entirety.

All applicants must submit an online application (unless the job announcement states otherwise) for each position for which they wish to apply. The application must be submitted by the posted deadline.

To apply online go to <https://careers.arlingtonva.us/>, click on Apply Now, scroll down the alphabetical list of job titles and click on the one in which you have an interest. The link to the employment application (APPLY) is found on each job announcement. Once completed, your application information remains in the system for you to review, edit and submit for future Arlington job openings.

Applicants who have questions or need assistance with the application may telephone (703) 228-3500 or visit the Human Resources Department. Our staff will be happy to work with you to get your application into the system. Public access computers are available at all County Libraries, and in the Human Resources Department.

The examination for this position may include one or more of the following: (1) evaluation of training and experience; (2) written and oral examination; (3) performance test; (4) personal interview; and (5) physical examination.

Applicants with disabilities may request reasonable accommodation during the application or selection process. Please call the ADA Coordinator at 703-228-3559 (voice) or email pers@arlingtonva.us.

ARLINGTON COUNTY
HUMAN RESOURCES DEPARTMENT
2100 Clarendon Blvd, Suite 511
Arlington, VA 22201
703-228-3500 from 8:00 am - 5:00 pm, weekdays;
or e-mail hquinteros@arlingtonva.us
(no resumes to this e-mail address, please)

Posting Date: 09/06/19

EMERGENCY MANAGEMENT SPECIALIST I Supplemental Questionnaire

* 1. What is your highest level of education?

- High School or equivalent
- Some College
- Associate's Degree in Emergency Management, Public Safety, Public Administration or related field
- Bachelor's Degree in Emergency Management, Public Safety, Public Administration or related field
- Master's Degree in Emergency Management, Public Safety, Public Administration or related field

* 2. How many years of experience in public safety, emergency management or related field that includes experience using a variety of tools to facilitate emergency notifications, record keeping, data collection and analysis do you have?

- None
- Less than 1 year
- 1 but less than 2 years
- 2 years or more

* 3. Please use the space provided below (or attach a cover letter) to describe your experience and accomplishments in the following areas:

- Emergency management or another field which included program development, evaluation and/or management;
- Managing multiple partners and stakeholders to accomplish needed objectives;
- Emergency preparedness/crisis management, including project management;
- Preparing and delivering presentations to a variety of audiences; and
- Using technology including project management software, to support project management efforts and to track project status.

* 4. Please indicate your experience with the following office software packages (check all that apply):

- No experience with any office software packages
- I have experience developing reports and documents with word processing software like WORD
- I have experience entering and manipulating data in spreadsheet software like EXCEL
- I have experience manipulating and analyzing data using database software such as ACCESS
- I have experience developing presentations using presentation software such as POWERPOINT
- I have experience using WebEOC software or similar virtual EOC software

* Required Question