

CIVIL DEFENSE COORDINATOR**NATURE OF WORK IN THIS CLASS:**

This is responsible technical and administrative work involving the development, implementation and coordination of Civil Defense Emergency Communications and Warning System, Shelter System and Plant and Equipment maintenance systems.

Employees in this class perform technical and administrative work, involving civil defense preparedness and response activities, including independent work in specialized areas of the professions.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be performed; any one position may not include all the duties listed.)

Implements and coordinates civil defense and natural disaster programs involving normal, emergency and post recovery activities.

Coordinates administrative and logistical activities of the Emergency Operation Center during an emergency/disaster and post-recovery conditions.

Plans and develops Emergency Warning Systems; evaluates Emergency Communication System which includes but not limited to radio, telephone, teletype and other related system.

Coordinates the maintenance and services of the Civil Defense emergency response vehicles, equipment and plant facilities.

Coordinates and assists in establishing and conducting training programs relative to the territorial communications and warning program of natural and manmade facilities.

May be assigned to perform general administrative functions such as budget preparations and administration, preparation of administrative and fiscal reports; implementation of the federal property donation program; and other related functions.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS:

Knowledge of the principles and practices of management, and of the basic processes of administration and program coordination and training.

Knowledge of the types and operational characteristics of civil defense instruments and equipment.

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Ability to interpret and apply civil defense plans, policies, laws, and other program guidelines.

Ability to implement and coordinate civil defense plans, activities and procedures during emergencies and post-recovery conditions.

Ability to make work decisions in accordance with appropriate program guidelines.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

Skill in the safe operation of a motor vehicle.

MINIMUM EXPERIENCE AND TRAINING:

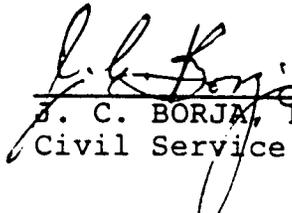
- a) One year of experience in civil defense, emergency or disaster operations or similar work and graduation from a recognized college or university with a Bachelor's degree in business or public administration, behavioral science, or related field, or
- b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid driver's license.

ESTABLISHED: NOVEMBER, 1986

PAY RANGE: 27



J. C. BORJA, Executive Director,
Civil Service Commission