

CIVIL DEFENSE OFFICER

NATURE OF WORK IN THIS CLASS:

This is supervisory and technical work involving administration and coordination of civil defense and natural disaster programs.

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.)

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

Reviews and recommends adoption and/or changes to existing emergency preparedness plans, operational procedures manuals and other program guidelines to improve program effectiveness.

Assists in overseeing and coordinating administrative and logistical activities of the Emergency Operation Center during an emergency/disaster and post-recovery conditions; assists the Director in administering the State Disaster Relief Program both federal and local.

Supervises and coordinates the administration and implementation of various Federal Disaster Programs; recommends course of action and policy for the proper administration of the local/state civil defense program relative to the federal programs.

Plans, develops, implements and evaluates territorial-wide disaster preparedness and survival training programs, including conducting civil preparedness planning workshops, special emergency operations simulation exercises, public education and related training seminars; coordinates with local governmental officials, federal and private organizations for the purpose of implementing the civil defense information and education program; organizes and coordinates training seminars and workshops sponsored by federal government disaster agencies; evaluates effectiveness of the training program and identifies problem areas in operational plans or organization and recommends changes as appropriate.

Implements the territorial warning program; recommends, develops and prepares state warning plans, policies and procedures to provide a 24-hour-a-day coverage for the receipt and dissemination of emergency operation and warning to key officials of the Government of Guam and the general public; coordinates warning procedures of the Territory with the Department of Public Safety and cognizant government agencies and private organizations.

May be assigned to perform general administrative functions such as budget preparation and administration, preparation of

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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, techniques and practices of civil defense or emergency preparedness.

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.

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

Ability to implement, coordinate and supervise 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 evaluate the operational effectiveness of civil defense programs and recommend necessary changes.

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) Three years 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 fields; or

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- b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

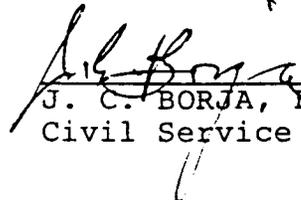
NECESSARY SPECIAL QUALIFICATION:

Possession of a valid driver's license.

ESTABLISHED: JULY, 1980
PAY RANGE: 24

AMENDED: AUGUST, 1982
PAY RANGE
REASSIGNMENT: 29/31

AMENDED: NOVEMBER, 1986
PAY RANGE
REASSIGNMENT: 34



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