



## BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> <u>Training &amp; Exercise Specialist</u>	<b>NEW:</b> <u>X</u>	<b>REVISED:</b> <u>    </u> <small>(Please check one)</small>
<b>REPORTS TO:</b> <u>Deputy Director of Emergency Management</u>	<b>FLSA:</b> <u>                    </u>	<b>DATE:</b> <u>02/16</u>
<b>DEPARTMENT:</b> <u>Emergency Management</u>	<b>JOB CODE:</b> <u>500</u>	

**SUMMARY:**

Under general supervision, the Training and Exercise Specialist is responsible for training of local emergency management coordinators, emergency management staff, volunteers, local first responders, county employees, and others as assigned.

**ESSENTIAL FUNCTIONS:** *Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Designs and administers emergency/disaster preparedness training courses that teach people how to effectively respond to major emergencies and disasters. Plans, designs, and executes county-wide disaster preparedness and anti-terrorism training and simulation exercises.

Develops and implements training procedures and strategies for radiological protection, detection, and decontamination. Develops training requirements as mandated and/or recommended by Federal, State, and/or County agencies. Responsible for scheduling training sessions, securing instructors (as required), ensuring instructional materials are available, and training local emergency management coordinators, emergency management staff, volunteers, local first responders, county employees, and other constituents as directed.

Develops and maintains a system to monitor the training in emergency management of all personnel and others noted above. Serves as a liaison between citizens and governmental agencies.

Assists in field emergencies and response operations when directed, and in disaster planning. Routinely works with other staff in conducting the daily administration and function of the office.

Trains local groups in the preparation of long-term plans that are compatible with federal and state plans.

Inventories and distributes nuclear, biological, and chemical detection and contamination equipment, providing instruction in its maintenance and use.

During disaster time, work schedule is subject to a 12-24 hour work cycle. This job will serve as a section chief in the command structure. In the event that an EOC is activated the Training/Exercise Specialist will serve as the logistics section chief. Will be responsible for filling out FEMA and SEMA forms. Will track supplies and human hours for documentation and assistance purposes.

Will be cross-trained in all areas. Performs all other duties as assigned.

**KNOWLEDGE AND SKILL:**

1. Basic knowledge of the Incident Command System (ICS) under the National Incident Management System (NIMS).
2. Basic knowledge of principles, practices and techniques of public administration.
3. Basic knowledge of application and interpretation of federal, state and local rules, regulations, codes and ordinances as they relate to area of assignment.
4. Basic knowledge of the principles, practices, and techniques of training development and presentation of training programs for emergency response personnel.
5. Advanced knowledge of adult learning.
6. Ability to apply judgment and discretion in resolving problems and interpreting policies and regulations.
7. Ability to develop and maintain effective working relationships with other staff and external elements.
8. Ability to communicate effectively, both orally and in writing and make effective presentations of technical, complex, and sometimes controversial information.
9. Ability to develop and implement operations and administrative procedures, reporting requirements, and related activities.

**PHYSICAL DEMANDS:**

The majority of work is performed in a professional office setting with some field work as required. Must possess vision to read printed materials and a computer screen; and hearing and speech sufficient to communicate in person and over the telephone.

Position requires CONTINUOUS sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 25 lbs. from below waist to above shoulders and transporting distances up to 50 yards. OCCASIONAL squatting, kneeling, reaching above and at shoulder height, moderate

grasping to manipulate objects; lifting objects weighing 20-35 lbs from below waist to above shoulders and transporting distances up to 50 feet.

**WORK ENVIRONMENT:**

This job operates in a professional office environment. Professional attire required. This position routinely uses office equipment such as computers, calculators, multi-line telephones, photocopiers, large format printers and scanners, binding machines, hand-held recording devices, filing cabinets and fax machines. This position is routinely in contact with the public, other Boone County employees, elected officials and members of other entities.

Some travel to various locations to attend meetings or respond to emergency scenes, disasters, or critical incidents; occasional exposure to noise, dust, grease, smoke, fumes, airborne particles, noxious odors, gases, and all types of weather and temperature conditions occasionally works near moving mechanical parts.

**QUALIFICATIONS:**

Bachelor’s Degree from an accredited college or university with major course work in emergency management, business administration, public administration, or other related field and one year of experience in the research, analysis, planning, and development of an emergency plan or training program for large scale disasters or civil defense operations; or an equivalent combination of related experience and education which provides the applicant with the desired skills, knowledge and ability required to perform the work.

**NOTE: A criminal background check including a national fingerprint check through law enforcement agencies and a drug test will be conducted on all successful applicants prior to their being appointed to this position.**

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.*

**APPROVALS:**

Department Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

HR Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)