

COMMUNICATIONS & WARNING SPECIALIST

DEFINITION

Under the direct of the Emergency Planner, to perform professional work involving all aspects of the County's Emergency Warning System.

EXAMPLES OF DUTIES

Assess, develop and implement the emergency warning program; coordinate testing, maintenance and conversion of the County's outdoors warning sirens; coordinate testing of warning sirens, siren system controls, EAS system, County Call Tree, Hospital Emergency Communications and E-mail list server; administer all contracts for service agreements; assist in budget preparation and tracking; inspect, maintain and update all communication devices used or stored in the department's communication room and operations center; prepare, maintain and train staff on department standard operating procedures; participate in disaster exercise development, implementation and critiques, and support emergency communications and warning during a major emergency or disaster.

EMPLOYMENT STANDARDS

Education and Experience: Requires a combination of education and experience equivalent to a bachelor's degree in public administration, telecommunications, engineering or related field. Two years experience in the field of emergency preparedness with emphasis on planning and disaster communications. Additional credit will be given for public safety communications and warning system development.

Knowledge, Skills and Abilities: Knowledge of principles and practices of emergency preparedness; knowledge of objectives, policies and regulations pertaining to federal, state and local emergency communications and warning; possession of oral and written communication skills; ability to analyze, recommend action and accomplish desired results; ability to effectively present technical information; ability to administer contracts relating to responsibilities; ability to work effectively with government officials, media, general public and staff; and the ability to read and interpret technical reports and materials.

SPECIAL REQUIREMENTS: Must work rotational evenings and weekend on-call approximately one weekend per month. Travel offsite for training and conferences as required and assigned.

h:\personnel\cl-spec\commwarsp – 06/10/99