

LANCASTER COUNTY EMERGENCY MANAGEMENT TRAINING SPECIALIST

NATURE OF WORK

This position is responsible for developing, implementing and evaluating a wide range of trainings and exercises for the Emergency Management department. This is an unclassified position.

Work involves performing the full scope of training activities including researching and identifying training and exercise needs; developing training and exercise objectives; developing and delivering original training and curriculum; developing and facilitating exercises; developing training materials and evaluating the effectiveness of training programs and exercises. Work also includes coordinating and supervising Emergency Management duty officers, volunteers and community liaisons. Supervision is received from the Emergency Management Director.

EXAMPLES OF WORK PERFORMED

Develop, implement, and evaluate emergency management trainings and exercises.

Assist the Director of Emergency Management in planning, facilitating and coordinating all phases of the Emergency Management department as needed by the City and County, according to federal and state legislation and regulations.

Conduct research, compile data and reports on topics related to emergency management training and exercises; gather and analyze data, make recommendations, and prepare reports on emergency management training and exercise topics.

Plan, organize, assign and supervise work performed by volunteers, community liaisons and interns; coordinate workflow to and from these subordinate staff members.

Provide the public and community stakeholders with pertinent emergency management information including training, exercises and presentations.

Assess the effectiveness of training programs and make recommendations for improvement.

Participate in activations of the Emergency Operations Center (EOC) on-site or field support in response to community emergencies or disasters.

Perform related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of learning theories and techniques utilized in adult instruction, exercise and training principles and methods.

Knowledge of the principles, practices and techniques involved in Homeland Security Exercise and Evaluation Program (HSEEP) exercise design and training.

Knowledge of developing multi-agency scenario emergency management exercises and trainings.

Knowledge of developing and conducting training and exercise programs.

Ability to conduct formal program assessments to determine training and exercise needs and develop learning opportunities to address identified needs.

Ability to evaluate effectiveness of training and exercise courses and initiate or recommend changes based on evaluation.

Ability to conduct exercise and training courses; operate audio-visual equipment and computer equipment required to present training or instruction.

Ability to organize, coordinate and direct the work of others including volunteers, community liaisons and community stakeholders.

Skill in developing and conducting training and exercise programs.

Ability to comprehend, interpret and apply regulations, procedures and legislation related to emergency management.

Ability to communicate effectively, verbally and in writing, including the ability to conduct meetings, instructional sessions and to present and explain complex information.

Ability to establish and maintain effective working relationships and rapport with audience.

Skill in the use of technology for word processing, data management and development of worksheets, diagrams, tables, maps and graphic displays.

MINIMUM QUALIFICATIONS

Associate degree with major course work in training and development, education, business administration or related field plus six months of experience related to training activities; or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

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