



JOB DESCRIPTION

JOB TITLE: Emergency Management Program Analyst **FLSA:** Exempt
DEPARTMENT: Emergency Management **GRADE:** P1
REPORTS TO: Emergency Management & Government Affairs **DATE:** 10/12/2024

SUMMARY OF JOB PURPOSE:

Provides support in managing the County's emergency management functions, government affairs, and public information programs. This role assists in ensuring effective communication, coordination, and response during emergencies, helps monitor legislation, and contributes to public relations activities. The Program Analyst serves as key support to Emergency Management and Government Affairs position.

ESSENTIAL FUNCTIONS:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Assists in coordinating emergency management functions, including preparedness, response, recovery, and mitigation activities.
- Supports the development and maintenance of emergency plans and ensures they comply with local, state, and federal regulations.
- Helps manage and operate the emergency operations center during drills and real events.
- Assists with monitoring legislative activities, preparing summaries, and coordinating with government officials to support County interests.
- Supports the Public Information Officer (PIO) in managing county-wide public information programs, including preparing press releases and conducting public outreach.
- Assists in responding to media inquiries, coordinating news conferences, and managing social media and website updates during emergencies.
- Works with internal and external stakeholders to coordinate emergency response efforts, including liaising with emergency responders and community organizations.
- Aids in administering grants related to emergency management and ensures compliance with reporting requirements.
- Participates in emergency management meetings, training, and public outreach efforts as needed.
- Provides administrative support including scheduling meetings, maintaining records, and preparing reports.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.



EMERGENCY MANAGEMENT PROGRAM ANALYST

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

Associate's Degree in Public Administration, Communications, Emergency Management, or a related field; AND two (2) years of administrative experience in government affairs, emergency management, or public relations; OR an equivalent combination of education, training, and experience.

Required Knowledge and Skills

Knowledge of:

- Principles and practices of emergency management, including ICS, hazard mitigation, disaster response, and recovery.
- Functions, resources, and limitations of public and private emergency management organizations.
- Federal, state, and local laws and regulations related to emergency preparedness and response.
- Government structure, legislative and lobbying processes, and government relations best practices.
- Basic legislative and government affairs processes.
- Effective oral and written communication techniques and preparing educational materials.
- Techniques for working with individuals from diverse backgrounds.
- Recordkeeping procedures and handling sensitive information.
- Safety principles, practices, and equipment related to emergency management.
- Office procedures and relevant computer applications

Skill in:

- Assisting in emergency management functions, including plan development and operational support.
- Supporting legislative tracking, government relations, and public information tasks.
- Effectively communicating both verbally and in writing.
- Providing administrative support, including maintaining accurate records and preparing documentation.
- Coordinating with multiple stakeholders and collaborating in team environments.
- Using social media, websites, and press materials for public outreach.
- Supporting development and implementation of effective emergency response programs, goals, policies, and procedures.
- Applying and explaining applicable laws, codes, and regulations.
- Preparing clear and concise reports, communications, and public relations materials.



EMERGENCY MANAGEMENT PROGRAM ANALYST

Skill in (continued):

- Writing and editing for various public relations purposes, including press releases and reports.
- Communicating complex information effectively to diverse audiences, both orally and in writing.
- Using technology and computer software to support communications and maintain accurate records.
- Exercising initiative, independent judgment, and setting priorities to meet critical deadlines.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

- Must possess a valid Nevada Driver's License upon hire.
- Must obtain certifications as prescribed by the Nevada Division of Emergency Management (DEM) within DEM-established timelines after hire.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting and use standard office equipment; stamina to remain seated for extended periods of time; ability to work outside of normal business hours and significantly more than 40 hours per week in the event of an emergency; strength to lift and carry up to 20 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in person or over the telephone; cognitive ability to learn and retain information about complex systems, and to solve complex problems.