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# Example of Emergency Management Specialist Job Description

Our company is growing rapidly and is hiring for an emergency management specialist. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for emergency management specialist

* Develop an integrated EM (to include CBRNE) and AT TT&E program that incorporates Homeland Security Exercise and Evaluation Program (HSEEP) standards and NIMS ICS
* Maintain a multi-year holistic program schedule, which incorporates sustainment of EM (to include CBRNE and TT&E) and AT Subject Matter Experts (SME), annual orientations, internal and external test and exercise activities linked to annual testing of primary and back-up infrastructure, annual EM plan(s) exercises and associated documentation)
* Develop and maintain site EP (to include CBRNE) and AT Plans
* Develop and maintain scenario-specific EP (to include CBRNE) and AT Plans as part of EM Division Programs, in support of National Preparedness Policy and Scenarios, and/or NGA-specific risk assessments
* Maintain site Emergency Operations Center (EOC) locations including responding to EOC activations, conducting facility tours to NGA Leadership and facilitating EOC TT&E requirements
* Support the development and maintenance of Policy, Program, Plans and Procedures documentation which is simple, iterative, cascading, and allows for minimal transition to establishing performance metrics, evaluation plans, and understandable reporting of program and EM and AT metrics
* Develop an integrated EM Program TT&E Program supporting and validating the All Hazards EM process, standing plans and procedures, integrated and complementary with the NGA Mission Assurance Program
* Generate Business and Administrative support documents
* Develop a multi-year exercise plan
* Develop and maintain a long-range assessment calendar

## Qualifications for emergency management specialist

* Conducts specialist reseach and development regarding fire risk reduction and mitigation techniques and technology
* B Tech Fire Technology or equivalent and 8 years relevant fire experience of which 3 years MUST be in the petrochemical industry
* Fire prevention experience will be to your advantage
* Seymour Johnson AFB, NC
* Off site inspections of the Battle Creek Community Based Outpatient Clinics located in Grand Rapids, Lansing, Benton Harbor or Muskegon area or other areas
* Time-in-Grade restrictions may apply