



Department of
ADMINISTRATIVE SERVICES
Job Postings



THE DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION
JOB OPPORTUNITY
EMERGENCY MANAGEMENT AREA COORDINATOR

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: The Public
Location: Region 3 - Hartford
Job Posting No: 8618
Hours: 40 hours (full-time)
Salary: \$72,786 - \$93,813 (New hires to state employment start at the minimum salary range)
Closing Date: Thursday, April 6, 2017 (Incomplete or late application packages will not be considered)

Eligibility Requirement: This is a competitive classification that **DOES NOT** require candidates to have applied for and passed the Emergency Management Area Coordinator examination. **EXAMINATION IS NOT REQUIRED.** Candidates **MUST POSSESS** the **GENERAL EXPERIENCE** to qualify.

This class is accountable for independently performing a full range of tasks in directing emergency management and natural disaster plans and operations for an assigned area and coordinating the operations with State and Federal Emergency Management programs.

Knowledge, Skills and Abilities: Considerable knowledge of public information and/or communication methods and techniques; knowledge of planning principles and techniques; ability to interpret and apply relevant state and federal statutes, laws, and regulations; considerable oral and written communication skills; considerable interpersonal skills.

General Experience: Six (6) years of professional experience in community planning, public communications, or public information.

Substitution Allowed:

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in a closely related field may be substituted for one (1) additional year of the General Experience.

Special Requirement: Incumbents in this class may be required to travel.

Working Conditions: Incumbents in this class may be exposed to moderately disagreeable conditions, particularly in times of disasters.

Preferred Qualifications and skills: Qualified candidate will be responsible for performing a full-range of tasks, coordinating emergency management and homeland security based on the State Response Framework all hazard, multi-discipline approach, including direct coordination with municipal and tribal officials. Candidate will assist 41 municipalities in their public safety activities, including preparation of the Local Emergency Operations Plans, School Security plans and development of the Threat and Hazard Identification and Risk Assessment (THIRA) in the Capitol region, DESPP/DEMHS Region 3. In addition, the Area Coordinator coordinates and implements planning and preparedness activities; assists towns in qualifying for federal funds; assesses capabilities & evaluates resources; coordinates mutual aid among towns; coordinates training; represents DESPP/DEMHS in the assigned area; provides emergency communications between the SEOC and the municipalities in the region; receives requests for assistance and coordinates resources; supports the State's Radiological Emergency Preparedness Program, including a Host Community Evacuee Reception Center in REP planning, training and exercise support. Requires 24 hour on-call status, is assigned a state vehicle to respond to critical incidents, reports for duty during inclement weather conditions and represents the division at local command posts, as necessary.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements must submit a cover letter, resume, [CT HR 12](#) (State Application) & [CT HR 13](#) (Addendum), and two (2) letters of professional references from current and/or previous supervisors. State employees must submit two most recent performance appraisals in lieu of references by **Thursday, April 6, 2017, close of business** to:

**The Department of Emergency Services and Public Protection
1111 Country Club Road, Middletown, CT 06457
Attn: Denise Shelton, Human Resources Associate
or
Fax: (860) 685 – 8356**

Due to the large volume of applications received, we are unable confirm receipt of applications.

Candidates who have been selected for employment with the Department of Emergency Services & Public Protection are subject to a detailed background investigation, including a fingerprint supported state and federal criminal history records check along with reference checks. Selection for employment is contingent upon satisfactory completion of the background investigation.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

If you are requesting special accommodations under the provisions of the Americans with Disabilities Act (ADA) please contact Daphne Lewis, Equal Employment Opportunity Specialist 1 at (860) 685 - 8010 or Daphne.Lewis@ct.gov.