REVISED AUG 0 2 1987

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Operations Officer 1	CODE: 05011
	MAJOR AGENCIES: County Disaster Services	JURISDICTION: County

FUNCTION: Under general supervision from disaster services director, develops & coordinates operations plan for small county disaster services agency, develops & supervises over-all operations plan, organizes civil defense resources & forces in county, & directs training;

PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1		Develops operations plans, including readiness plan, for county disaster services agency, plans, assists county disaster services agency director to develop plans for nuclear civil protection planning, develops plans for county disaster services agency pertaining to implementation of National Shelter Program & contingency planning for crisis relocation, including if applicable, reception of host personnel & trains lower-level staff.	Knowledge of (1) civil defense resources, (2) public relations, (3) national shelter program & contingency planning for crisis relocation & all other county, state & federal laws, rules & guidelines pertaining to civil defense resources*, (4) employee training & development; ability to (5) define problems, collect data, establish facts & draw valid conclusions, (6) handle sensitive telephone & face-to-face contacts with government officials & general public.
2		Assists county department heads in development of annexes & standard operating procedures to County Emergency Operations Plan & advises county disaster services director on matters pertaining to operational planning.	Knowledge of 1, 2, 3* ability to 5, 6.
3		Maintains continuous coordination with those department heads responsible for civil defense planning, maintains coordination with county radiological defense officer & plans & conducts local tests & exercises.	Knowledge of 1, 2, 3*; ability to 5, 6.

*Developed after employment

(118) 123:1-8-02

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: (including license, if any.) 6 mos. training &/or experience in civil defense resources & 1 course in public relations; or equivalent.	TRAINING & DEVELOPMENT: