REVISED AUG 0 2 1987

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Disaster Services Deputy Director 1	CODE 05081
	MAJOR AGENCIES: County Disaster Services	JURISDICTION County

FUNCTION: Under administrative supervision from county disaster services director, acts as administrative assistant to county disaster services director in county having population of 100,000 to 250,000; or assists in directing disaster services program in smaller county in which administrative responsibilities are comparable due to size & complexity of operation; may assume duties of director in his/her absence; may be responsible for directing one major program area;

PERFORMS RELATED DUTIES AS REQU

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1		Assists director in implementing general administration & planning of local warning, communication, radiological & other disaster services programs in county having population of 100,000 to 250,000 & supervises clerical staff; or assists in directing disaster services program in smaller county.	Knowledge of (1) disaster services planning & civil defense preparedness, (2) county, state &/or federal laws, rules & guidelines pertaining to disaster services programs*, (3) supervision*, (4) public relations; ability to (5) define problems, collect data, establish facts & draw valid conclusions, (6) use research methods in gathering data, (7) establish friendly atmosphere as supervisor of work unit.
2		Advises & assists director on matters of administration, budgetary problems or other specialized phases concerning policy & advises & assists in carrying out administration of planning necessary for implementing shelter & nuclear civil preparedness program at county level.	Knowledge of 1, 2*, 3*, 4; ability to 5, 6.
3		Represents director in meetings with public, attending other meetings & making speeches before interested organizations; prepares correspondence, assembles reports & financial statements.	Knowledge of 1, 2*, 4; ability to 5, 6 (8) prepare meaningful, concise & accurate reports, (9) prepare & delive speeches before specialized groups & general public.

(127)

123:1-8-02

*Developed after employment

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: (including license, if any.) 12 mos. training &/or exp. in disaster services planning & civil defense preparedness, of which 3 mos. was in supervisory or administrative capacity; or equivalent.	TRAINING & DEVELOPMENT

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Disaster Services Deputy Director 1	05081

FORM ADM 4134