REVISED 02 AUG 1987

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Disaster Services Director 1	CODE: 05085
	MAJOR AGENCIES: County Disaster Services	JURISDICTION: County

FUNCTION: Under general direction from board of county commissioners or executive committee of county disaster services organization, acts as director of disaster services program in county having population of less than 50,000 & overall program;

- PERFORMS RELATED DUTIES AS REQUIRE

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1		Plans & develops overall county disaster services program, coordinates activities of all local agencies having disaster services responsibilities, coordinates county disaster services program with Ohio Disaster Services & other disaster services agencies to assure activities are integral & coordinated part of overall state & national programs, formulates operational plans for emergency operations for continuance of local government in emergency, establishes & maintains disaster services capability not normally provided by other government agencies (e.g., warning, radiological defense, shelters & nuclear civil preparedness), directs program for securing & maintaining information regarding resources & facilities for use in event of nuclear attack or natural disaster, directs property management program & establishes standards & procedures governing ownership, use & disposition of property donated, loaned or purchased through federal financial assistance programs.	Knowledge of (1) public administration or business administration, (2) disaster services planning & civil defense preparedness, (3) local, state & federal laws, rules, guidelines, requirements & funding sources pertaining to disaster/emergency services, (4) public relations, (5) supervision; ability to (6) define problems, collect data, establish facts & draw valid conclusions, (7) use research methods in gathering data, (8) maintain accurate records, (9) establish friendly atmosphere as supervisor of service program.

(130) 12311-8-02

*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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RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
2		Consults & advises board of county commissioners in all disaster services matters, establishes & maintains emergency operations center & warning system, promotes & maintains disaster services training program, prepares budget, requisitions, purchase orders & reports & maintains all records pertinent to administration of program.	Knowledge of 1, 2, 3, 4, 5; ability to 6, 7, 8.
3		Implements & directs community shelter program & develops shelter allocation plan; monitors federal financial assistance program within county; manages hazard analysis of specific hazards deemed likely to confront county; develops & implements nuclear civil protection plan (i.e., protection of the population against attack efforts, orderly relocation of people from areas of high risk to reception care protection in low risk host area); prepares lectures for public groups & other organizations.	Knowledge of 1, 2, 3, 4, 5; ability to 6, 7, 8, (10) prepare & deliver speeches before specialized groups & general public.

123; 1-8-02 (131)

*Developed after employment

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*