



Franklin County Emergency Management & Homeland Security

Classification Specification & Job Description

CLASSIFICATION TITLE: Alerting & Warning Systems Manager	CLASS NUMBER: EM07	FLSA: Exempt
AGENCY/DIVISION: Emergency Management and Homeland Security	JOB TYPE: Full Time, Classified	PROBATION PERIOD: 180 days
BARGAINING UNIT: Non-Bargaining	PAY GRADE: N17	POSITION CONTROL#: 620006
POSITION LOCATION: 5300 Strawberry Farms Blvd, Columbus, OH 43230	TYPICAL WORK SCHEDULE: Monday- Friday 8:00 AM - 5:00 PM On Call Qualified	SUPERVISOR: Deputy Director (620010)
JOB TITLE OF THOSE DIRECTLY SUPERVISED: N/A		

CLASSIFICATION PURPOSE:

The primary purpose of the Warning Systems Manager consists of managing the Franklin County outdoor siren system, mass notification system (Alert Franklin County), serve as the Situational Awareness Section Leader and Assessment Center Manager.

JOB DUTIES:

Responsible for the management of the Franklin County outdoor siren system. Complete testing, status reports, equipment inventory, user training, policy and procedure development, and recommendations. Coordinate maintenance, repairs, and operation of siren activation software. Coordinate with local officials on new installations or relocations. Answer inquiries from the public or local officials in matters relating to the siren system.

Manage the Franklin County Mass Notification System (Alert Franklin County) system. Complete testing, reports, user training, policy and procedure development, and recommendations. Coordinate system database of individual contacts and those created by local jurisdictional users. Answer inquiries from the public or local officials in matters relating to the Alert system and its operation.

Serve as part of the agency's operational staff, including as Situational Awareness Section Leader in the Franklin County Emergency Operations and Assessment Center, and act as the daily operations on-call point of contact. Participate in training and exercises per agency requirements. Attend conferences and workshops as required. Work an occasional flexible schedule due to special events requiring agency representation or support. Maintain regular and predictable attendance.

These duties are illustrative only, and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of inventory control, project management, agency policy and procedures, public relations, electronic data and processing, government structure, and process. Skill in equipment operation. Ability to define problems, collect data, establish facts, and draw valid conclusions; deal with many variables and determine specific actions; use statistical analysis; use proper research methods in gathering data; work alone on most tasks; handle sensitive inquiries from and contacts with officials and the general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Bachelor's degree in Emergency Management, Homeland Security, or related field with one (1) year of experience in Emergency Management, Homeland Security, Alerting and Warning, or related field; or any equivalent combination of training and experience.

Additional Requirements

Must maintain a valid Ohio driver's license.

Completion of FEMA's National Incident Management Series

The Franklin County Emergency Management & Homeland Security is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (ADA), the Agency is committed to prohibiting discrimination against persons with disabilities. If prospective and current Effective employees require a reasonable accommodation to perform the essential functions for this position, please discuss this with the agency and/or Franklin County Human Resources.

Supervisory Responsibilities

None required.

UNUSUAL WORKING CONDITIONS:

Serve the agency by participating in a rotating 24/7 on-call schedule.