



# STATE OF WISCONSIN DEPARTMENT OF MILITARY AFFAIRS TRANSFER OPPORTUNITY



March 8, 2016

SCHEDULE AND PAY RANGE: 07-03

CLASSIFICATION: Emergency Government Specialist Advanced

TYPE OF VACANCY: Permanent Classified/Full-Time

LOCATION: Wausau, WI

SUPERVISOR: Michelle Hartness

CONTACT: Allisa Brown, [Allisa.Brown@Wisconsin.Gov](mailto:Allisa.Brown@Wisconsin.Gov) or 608-242-3164

**WHO MAY APPLY:** Employees within the DMA who are in a pay range counterpart to 07-03, those who have reinstatement eligibility to this level, and those at a higher level for voluntary demotion.

**JOB DUTIES:** The Regional Director manages, directs, coordinates and monitors a broad variety of complex emergency management programs including those of the Division, other state agencies, as well as county and municipal agencies. Participates in the development and implementation of Division policy, and interprets and enforces both State and Federal policy within the Region. Provides strong direction and leadership to various agency department heads, as well as county and municipal emergency management directors in the development and maintenance of their emergency management programs. Acts as the primary contact and state coordination point for Local Emergency Planning Committees in their duties relative to the Emergency Planning and Community Right to Know Act (EPCRA) provisions of the Superfund Amendment and Reauthorization Act (SARA) planning, training and exercising requirements. Coordinates federal, state and local disaster assistance and resources, and provides guidance and consultation to state and local officials during times of emergency and disasters. Directs the administration of the Regional Office. Must be available 24-hours a day, seven days a week, as needed. Duties are performed with extensive latitude for individual decision-making and under general supervision by the Regional Director Supervisor for the Bureau of Response and Recovery.

- **KNOWLEDGES:** The incumbent of this position must have knowledge of Emergency Management policy and procedures
- Knowledge of State and Federal statutes related to emergency management
- Knowledge and skills related to Adult education and training
- Good written and verbal communication skills, including public speaking and presentations
- Good computer skills
- Strong organizational skills with the ability to prioritize work to meet deadlines

**SPECIAL REQUIREMENTS:** Due to the emergency responsibilities of the division, all division employees may be required to work extra hours including evenings, and weekends with little or no advance notice in support of training, exercise, and/or emergency functions. These positions require a valid driver's license upon appointment.



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**HOW TO APPLY:** If you are interested in being considered for this position, please submit a current resume and a letter of interest describing how your training, education and work experience has prepared you for the duties and responsibilities of this position. Submit these materials by way of email to the contact listed above.

To ensure consideration for this position, please submit materials by 11:59 pm on Tuesday, March 15, 2016. Questions can be directed to the contact listed above.