

Title: Emergency Management Technician	Effective Date: June 17, 2023	Grade: IX	Job Category: Technician
Prior Title: Transitioned from func. to official title	Prior Effective Date: August 20, 2021	Grade: IX	Page: 1 of 1

CHARACTERISTICS OF WORK

Under the general supervision of the Emergency Management Coordinator and Staff Maintenance Engineer, this position assists in supporting work for the Department’s emergency management disaster recovery activities. It is responsible for collecting, compiling, validating, and submitting eligible data to federal and state agencies requesting reimbursement for disaster related work performed by the department.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas Department of Transportation is an "at will" employer.

- Assist with performing damage assessments after disasters.
- Document and maintain disaster recovery procedure plans, project data, reimbursements, and expenditures.
- Assist with training District personnel on disaster recovery procedures.
- Assist with coordination and monitoring disaster recovery projects with Districts, Fiscal Services Division, and Program Management Division.
- Monitor and report fiscal status of disaster recovery projects and programs.
- Ensure disaster recovery programs comply with applicable fiscal state and federal laws, rules, and regulations.
- Ensure disaster recovery programs comply with applicable Department accounting policies and procedures.
- Maintain a working knowledge of federal (Federal Emergency Management Agency and Federal Highway Administration) and state (Arkansas Department of Emergency Management) policies and procedures related to disaster recovery.
- Represent the Department with other federal and state agencies related to disaster recovery activities.

MINIMUM REQUIREMENTS

Education and experience: The educational equivalent to an associate’s degree from an accredited college or university in accounting, business, or related field, OR the educational equivalent to a high school diploma plus two years of training or related experience. Experience with data compilation and reporting.

Knowledge, skills and abilities: Strong computer skills, including a working knowledge of Microsoft PowerPoint, Excel, Access and Word. Strong organizational skills and attention to detail. Ability to interpret and apply federal and state policies and procedures related to emergency management and disaster recovery. Ability to effectively communicate with persons from all levels of learning and educational backgrounds.

Working conditions: Available for occasional statewide travel.

Licenses, registrations and certifications: Valid driver’s license.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)