

## CIVIL DEFENSE ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative and operational position, unique in that it is the only civil defense service composed wholly of volunteers, and has no counterparts in governmental agencies. Work involves responsibility for the recruitment, organization, planning, equipping, training and operations of the local civil defense warden service, which provides the most direct link between the civil defense director and the individual and the family. Work is performed under general direction of the civil defense director or other emergency services personnel. Supervision is exercised over the work of personnel engaged in this service, including volunteers. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Develops the warden annex to the local civil defense operational plan;

Develops local manuals, directives, instructions, bulletins, lesson plans, training aids and other informational material for warden service planning;

Recruits, organizes and trains personnel to staff the local warden service;

Assists the local director in acquiring, maintaining and utilizing warden equipment;

Directs, conducts and evaluates local civil defense warden exercises;

Evaluates status and progress of local warden service;

Speaks to civil organizations, veterans' groups, service clubs and other community groups for recruiting and promoting interest in the warden service, home preparedness program, shelter, and civil defense generally;

Conveys pre-attack and post-attack civil defense instructions the public, and reports post-attack information to the local civil defense director.

Performs a variety of related activities as required.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES &

PERSONAL CHARACTERISTICS: Good knowledge of the methods of organization, planning and recruitment; good knowledge of the background and objectives of the federal, state and local civil defense programs; ability to train others; ability to deal effectively and cooperatively with volunteers and other local governmental officials; ability to conduct panels and workshops; ability to present ideas clearly and concisely, both orally and in writing; initiative; resourcefulness; good judgment.

MINIMUM QUALIFICATIONS:

GROUP I AND II (under 200,000) Four (4) years of experience in an administrative capacity in a field such as public relations,

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personnel administration, training, labor relations, social work or sales in an occupation involving public contact for the purpose of explaining programs and enlisting the cooperation of individuals and groups, including full-time civil defense experience, and graduation from a standard senior high school; or graduation from a college or university recognized by the University of the State of New York; or an equivalent combination of experience and training.

GROUP III (200,000 - 500,000) Five (5) years of experience in an administrative capacity in a field such as public relations, personnel administration, training, labor relations, social work or sales in an occupation involving public contact for the purpose of explaining programs and enlisting the cooperation of individuals and groups, including full-time civil defense experience, and graduation from a standard senior high school, or one (1) year of the foregoing experience and graduation from a college or university recognized by the University of the State of New York; or an equivalent combination of experience and training.

GROUP IV (500,000 - 1,000,000) Six (6) years of experience in an administrative capacity in a field such as public relations, personnel administration, training, labor relations, social work or sales in an occupation involving public contact for the purpose of explaining programs and enlisting the cooperation of individuals and groups including full-time civil defense experience, and graduation from a standard senior high school; or two (2) years of the foregoing experience and graduation from a college or university recognized by the University of the State of New York; or an equivalent combination of experience and training.

GROUP V (Over 1,000,000) Seven years of experience in an administrative capacity in a field such as public relations, personnel administration, training, labor relations, social work or sales in an occupation involving public contact for the purpose of explaining programs and enlisting the cooperation of individuals and groups including full-time civil defense experience, and graduation from a standard senior high school; or three (3) years of the foregoing experience and graduation from a college or university recognized by the University of the State of New York; or an equivalent combination of experience and training.