

City of Amarillo
Assistant Emergency Management Coordinator Position
Application Essay

This portion of the application process is qualitative in nature and designed to assess the applicant's knowledge, skills, and abilities through a practical problem solving analyses. Please complete this portion of the application in Microsoft Word or other word-processing application and submit as part of your application.

Scenario

You have been asked to design and implement an emergency management program for an organization. Provide a description of how you would design, develop, and implement the program, paying close attention to implementation challenges (for example, local resistance, lack of funding, etc.) and identifying potential solutions.

If you address a subsystem of emergency management (such as shelter program development), then you must demonstrate how this component fits into the overall emergency management program.

At the end of your response, you must type the following statement, and sign your submission:

"I verify that I have independently completed this essay."

Print Name	Signature	Date
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Essays should be about 1,000 words and typed, doubled-spaced. To satisfy this requirement, the applicant must submit a narrative response to the scenario, not a series of bullets, demonstrating as many skills, abilities and knowledge as applicable. Format the response into six sections:

1. Identify the problem to be solved;
2. Identify the objective to be achieved;
3. Describe the necessary actions to be taken to achieve the objective and the problem solution;
4. Describe the intended outcome (behavioral, technical, equipment and/or supplies, financial, etc.) as a result of the identified actions;
5. Describe the human resources utilized in the process to achieve the objective;
6. Describe the material and financial resources utilized in the process to achieve the objective.