

Public work and admnnistration

Business, Human Resources



Together with this trait, the jobs also required that the aspiring candidate be able to have very good independent decision-making skills that will make it possible for the person to make sound and strategic decisions alone, without having to consult all the time. This trait and that of coordination skills seemed to complement each other in that they both have to be there for each to benefit the job holder. According to Jacobson (2001), it is important to match traits and skills because having the right trait may not automatically mean that the person will manage the job.

The skills required for the jobs were also common in that they all revolved around the management of human resources. However, for the different counties, job descriptions differed in terms of the level at which the candidate's skills in personnel management were. For instance, some of the job descriptions in other places required that the aspiring job holder will have to have skills at the executive level while others required the skill to be at the management and operational level such as recruitment.

The other common trait between the job descriptions is the development of policies and procedures. The job descriptions all seemed to have this skill as a central requirement for the candidates who will hold the position. This means that all EM jobs may need a person who not only has the ability to conceptualize ideas and policies but whose knowledge of federal law and regulations are very high (James, 2006). This is because policy development is very much dependent on this knowledge of federal laws and requirements, as the policies and regulations that the offices held in these positions will have to comply with federal laws and regulations (Wilberforce, 2009). As a result, it is no surprise that all the job descriptions for these posts also

required the holders to have enough knowledge of federal and county, as well as city laws. The other knowledge requirement that was common among the job descriptions was the knowledge of all phases of the emergency management cycle, as specified in the announcement and other medical services and general administrative knowledge. All the job descriptions required that the holder be able to handle difficult situations by being a good leader, a good listener, and a person with a light sense of humor. This is no surprise because the job that the holder will be handling will require critical levels of ability to handle crisis situations.