

Wilson Emergency Management Agency Pre-Interview Assignment

Position: Compliance Officer/Captain

Application Open Dates: September 3-15, 2014

Potential Interview Dates: September 18 & 19, 2014

The position of Compliance Officer at Wilson EMA is a new position that is being created due to the competency and compliance responsibilities of the department. This position will have many responsibilities and will require many different skills. The assignment below will include just a few of the skills needed in this job position, but should help with the evaluation of choosing the appropriate person for the job.

Assignment: Using the questions below, prepare a presentation to be presented on the day of your interview. This presentation will have a maximum time limit of 15 minutes. You may utilize power point, handouts, charts or any other resources that you wish. Anything written must be typed in Arial 12 point font, single spacing between sentences and double spacing between paragraphs. Pages must be numbered.

1. As the Compliance Officer for Wilson EMA, it is your job to start a compliance/competency program for the department. Explain in detail how you would develop the program, coordinate and maintain the program.
2. Also, if you are given the budget you need how would you setup, manage and coordinate mandatory in-service training for the entire department?