

Emergency Management Coordinator

DEPT:	Administration	FLSA:	Non-Exempt
DIV:	Risk	EEOC:	Professional
DATE:	July 2019		



POSITION SUMMARY

Performs a variety of professional administrative duties as needed to coordinate comprehensive Emergency Management Services for the City to minimize the effects of major events or disasters.

SUPERVISION RECEIVED

Works under the general supervision of the City Administrator

SUPERVISION EXERCISED

None

ESSENTIAL FUNCTIONS

Coordinates emergency service programs with area agencies, state and federal agencies and area citizens. Serves as a key advisor to the Mayor, City Administrator, City Council, Fire Chief, and Police Chief regarding emergency incidents and activation of the Emergency Operations Center.

Develops departmental policies and procedures, makes recommendations to City Administration and reviews, monitors and modifies policies and procedures as necessary. Ensures that procedures comply with local and state regulations; completes all federal and state forms and activity reports for emergency management.

Oversees the maintenance of all communications and other equipment and the coordination and integration of systems including telephone, computer and radio interfaces.

Performs various administrative functions of the department including financial and incident staffing management, including preparation and administration of the budget.

Coordinates emergency planning efforts within the City. Ensures emergency plans meet State and federal regulations and acts as an agent in securing disaster relief monies; develops and updates the city emergency operations plan and other support plans which involve working with each agency/department that is included in the plan to identify functions they will perform in an emergency and ensure integration of all functions.

Serves on the Local Emergency Planning Committee which is responsible for developing emergency operation plans for facilities in the City which use hazardous materials pursuant to federal provisions of the Superfund Amendment and Reauthorization Act (S.A.R.A.) Title III. Identifies facilities subject to S.A.R.A. Title III planning requirements and gathers data relevant to emergency planning requirements; coordinates services with emergency service agencies; works closely with representatives of such agencies to ensure their needs are met and their concerns are addressed. Works toward standardization of communications equipment and procedures to improve emergency communications within the City; coordinates services with adjacent cities and counties.

Manages and coordinates the preparation of local emergency plans to include warnings, notifications, emergency call lists, and evacuation centers. Reviews support plans from larger local units of government to address Homeland Emergency Management Director Security issues; maintains records pursuant to the federal reporting requirements of S.A.R.A. Title III.

Serves as advisor to the City Administrator during all types of emergency operations. Coordinates efforts of staff and others during emergency operations. Oversees the Emergency Operations Center; works toward enhanced communications.

Maintains current knowledge of all local, State and federal laws, technological developments, reporting requirements, and proposed legislation pertaining to Emergency Management matters; directs preparation of project applications, including justifications and oversees project implementation and completion.

Responsible for the coordination of all drills and exercises carried out in preparation for emergencies. Develops and/or implements exercises and drills to ensure that involved agencies and departments know their responsibilities and functions in an emergency and to help identify any potential flaws in the emergency operations plan.

Works with various committees to coordinate the utilization of Homeland Security grants for training, equipment, and enhanced response capabilities; coordinates involvement with regional teams and committees related to emergency management such as bio terrorism and smallpox committees.

Makes presentations to schools, service groups, civic groups, governmental departments and care facilities to raise the awareness of emergency management and advice on other emergency procedures;

Oversees the development and maintenance of the Emergency Operations Center, from which emergency operations are directed and controlled; establishes, maintains, tests and evaluates the operational system for response; develops new standard operating procedures and policies as needed to accommodate the Center.

Coordinates via the LEPC, identifies special populations in the City, such as the homebound, and provides training to enhance planning and preparedness for an emergency evacuation or other emergency.

Responsible for the response to emergency calls on a 24-hour basis; ensures the providing of proper information in times of disaster; oversees and evaluates departmental response to calls for emergency services.

Prepares the annual operating budget for Emergency Management and tracks expenditures against the budget throughout the year and maintains related financial documentation. Prepares billings to the federal government for matching funds; drafts and presents the departmental budget; approves expenditures as authorized and monitors expenditures to ensure they are within budgetary guidelines; develops the long-range financial and capital plans.

Recommends, with the input of system users, the selection and is responsible for the operation and maintenance of communications and other equipment and ensures compliance with FCC regulations. Ensures that all equipment is properly operated and maintained and negotiates and administers maintenance agreements.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Bachelor's Degree in Emergency Services, business administration, public safety administration, telecommunications or other area related to emergency services;

AND

- B. Two (2) years of progressively responsible experience in municipal management;

OR

- C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

Considerable knowledge of state, county and city codes, laws, and regulations, and ordinances; safety precautions; equipment types and varieties and their most appropriate and effective use; emergency medical techniques and procedures and first-aid; interpersonal communication skills; training methods and techniques. Working knowledge of general administrative practices related to budget development; operational characteristics, services and activities of a comprehensive emergency management program; principles, methods, and techniques used in emergency preparedness and disaster relief; local emergency management planning requirements; principles and practices of data collection, research techniques and statistical reporting; grant writing practices and procedures; grants and special funding environments available to the county; various federal programs receiving short or long term financial assistance; general office maintenance and practices; computer accounting applications and various software financial programs (MS Word, Excel, Power Point); operation of standard office equipment; basic mathematics; interpersonal communication skills and telephone etiquette; basic public relations.

Skill in establishing and maintaining effective working relationships with State, Federal, and other local officials, elected officials, subordinate staff, and city residents; the operation of PC Computer, calculator, fax machine, copy machine, telephone.

Ability to present information clearly and concisely orally and in writing; to establish effective and tactful working relationships with co-workers and the general public; to handle confidential information in a trustworthy manner; establish and maintain effective intergovernmental relations with local, state, and federal contacts; negotiate effectively to promote county-wide interests; work independently; meet multiple deadlines; schedule and effectively coordinate computer project and workload demands; understand complex computer programs; communicate effectively, verbally

and in writing; perform basic mathematical calculations; operate various types of office equipment such as typewriter, 10 key calculator, keyboard, etc.; develop effective working relationships with supervisors, fellow employees, and the public.

3. Special Qualifications:

Must be or become a certified Emergency Management Coordinator by completing FEMA "Professional Development Series", 3 year training program. Must be a certified First Responder. Must possess a valid Driver's License and be insurable under city insurance. Must be capable of passing a pre-employment physical and drug test and be willing to participate in random drug testing. May be required to work some evenings and weekends. Must successfully complete online FEMA Training – IS 700, IS 100, IS 200, National Incident Management System - IS 700, Intro to Incident Command - IS 100 and Basic Incident Command - IS 200.

4. Work Environment:

Performance of duties typically occur in a comfortable office setting with normal climate controls; occasional exposure to weather extremes or hazardous surroundings related to disaster or emergency field operations. Potential for considerable work environment stress associated with emergency operations and disaster management. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting and reaching. Continuous talking, hearing and seeing required in the normal course of performing the job. Common eye, hand, finger dexterity required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel required in normal course of job performance.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)