



LEHI CITY POSITION OPENING EMERGENCY MANAGEMENT SPECIALIST

CLOSING DATE: Aug 17, 2016, 5:00 PM

PAY RANGE: \$15.00/hour

STATUS: Part-time without benefits

NUMBER OF OPENINGS: 1

DEPARTMENT: Office of Administration

SUMMARY JOB DESCRIPTION: This is a professional administrative position with responsibility to assist in the coordination, development, administration, and implementation of Lehi City's Emergency Operations Plan with other City departments, governmental subdivisions, Faith Based Organizations, Private Sector organizations and volunteer groups. This position reports to the Risk Manager.

Assists in establishing emergency response network and maintains liaisons with City departments, governmental agencies, and various private groups such as FEMA, Utah Department of Emergency Services, Utah Transit Authority, Red Cross, and so forth; coordinates periodic drills of emergency plans including mock disasters, systems failures, toxic chemical releases, evacuations, communication interruptions, activation of the City's emergency operations center, and use of the emergency broadcast system; prepares various reports and makes public presentations on the City's preparations and readiness; keeps current on disaster management and recovery methods.

MINIMUM REQUIREMENTS: Knowledge of the principles, practices and techniques of an all hazards approach to emergency management, the national response plan, national incident management system (NIMS) and incident command system (ICS). Considerable knowledge of the methods and practices of assembling, analyzing and presenting solutions to problems. Knowledge of the city's operating departments is preferred. Must possess and maintain a valid Utah Driver's License. *Previous experience with emergency management is preferred.*

TO APPLY: Each applicant is required to submit a [Lehi City Application](#) and any additional information listed on the job description to Human Resources. Application materials can be sent electronically to apply@lehi-ut.gov or submitted to Human Resources at 153 N 100 E, Lehi, Utah 84043.

NOTE: A complete list of essential functions and minimum requirement of the position may be obtained from Lehi City Human Resources. Lehi City will provide reasonable accommodations for any applicant during the examination and selection process. If you have special needs, please call 385-201-2265. **For required City application, contact Lehi City Human Resources, 153 North 100 East, Lehi, UT 84043 or download application and job description at www.lehi-ut.gov.** Lehi City is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, gender, religion, age or disability.