

EMERGENCY SERVICES COORDINATOR

CODES/PAY RANGE

Class Code: 3167

EEO Code: A

Pay Range: 218

MAJOR FUNCTION

Assists in the management, administration, and technical work required to direct the personnel, programs and activities of Emergency Management Services.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Assists the Director in day-to-day operational activities to include, incident coordination operational planning and emergency incident planning, coordination and operations.

Supervises and assists in the development of the annual Strategic Plan, and with the General Fund and Emergency Management Preparedness and Assistance Grant budget preparation for Emergency Management Services.

Under the supervision of the Director, plans, organizes and directs activities of Emergency Management Services. Analyzes disaster preparedness problems and assists in establishing current operational priorities to improve the Emergency Management program.

Assists in the development of grant strategies and applications.

Supervises and participates in training group personnel and volunteers in methods, procedures and duties.

Advises and assists subordinates and participates in an operational capacity with disaster preparedness and emergency management problems.

Coordinates with Local, State, and Federal agencies in discharging assigned duties.

Represents the Director at meetings and public gatherings to explain the activities and functions of the group and to establish and maintain favorable public relations. Receives and addresses complaints as required.

Acts as the Director in his absence.

Coordinates the development and maintenance of required State and Federal plans. Coordinates with the Municipalities, governmental agencies, and civic organizations regarding service and cooperative ventures.

Emergency Services Coordinator (cont.)

Provides technical expertise in the analysis and revision of procedures, policies and operational protocols for emergency plans from municipalities and designated lead emergency support function (ESF) agencies.

Performs special projects as required.

Performs related duties as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the principles and practices of emergency management administration, use of records and their application to the solution of disaster and emergency situations.

Ability to assist in the planning, assignment, direction, and supervision of activity operations. Ability to establish and maintain effective working relationships with officials and the public.

Ability to effectively instruct and communicate with emergency support function personnel, officials, subordinates and the public.

Ability to express ideas clearly and concisely, orally and in writing.

Ability to use personal computers and related software.

Ability to learn and use EM/2000, emergency management design and event management software; and Hurricane tracking software.

MINIMUM QUALIFICATIONS

Bachelor's degree in Business or Public Administration, or related field, and three (3) years of progressively responsible administrative experience preferably in the area of emergency management or closely related field.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

ADA REQUIREMENTS

Physical Demands: Light to medium work. Ability to see, hear, talk, lift (20 lbs.), carry, push, stand, climb, crouch, balance, handle, fingering, pull, walk, crawl, kneel, reach.

Environmental Demands: Both inside and outside work. Potential hazardous work conditions. Ability to tolerate heat, inclement weather (rain, cold, humidity), water, odors, dust, poor ventilation, fumes, toxic fumes.

Mental Demands: Ability to read and comprehend professional journals, manuals and procedures; safety instructions; financial reports; memos, letters, policies, and reports; Ability to perform shop math and general mathematical functions. Ability to write business letters, speeches, summaries and reports. Ability to speak clearly and concisely relating information, data and details to laymen; conversant in theory and practices of discipline; public/extemporaneous speaking. Rev. 6/99