



JOB DESCRIPTION

Emergency Management Coordinator

Date Prepared: August, 2014

SUMMARY: Under limited supervision, oversees the City's Disaster Preparedness Program, Emergency Operations, and Homeland Security plans; performs related duties, as required.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Draft and maintain the City's Emergency Operations Plan and other documentation.
- Coordinate and maintain the City's Community Emergency Response Team (CERT) program and disaster service workers.
- Prepare After-Action reports required at the conclusion of emergency exercises or actual emergencies.
- Serve as the City's representative to the San Bernardino County Operational Area.
- Keep apprised of local, state, and federal laws regarding emergency management; attend, participate, and/or coordinate emergency management training.
- Attend, participate, and coordinate emergency management training.
- Prepare and monitor grant applications.
- Educate the general public regarding disaster preparedness.
- Recommend, draft, update, and revise municipal codes; prepare reports and plans.
- Represent the City at various meetings.
- Coordinate and/or complete various projects, as assigned.
- Maintain supplies and equipment.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

Bachelor's degree in Business Management, Public Administration or a closely related field; AND five years of experience, INCLUDING two years of management or supervisory experience, in emergency management operations.

Knowledge of:

- City policies and procedures.
- Principles and practices of public administration.
- Principles and practices of effective employee supervision.
- Principles and practices of administrative management.
- Local, state, and federal laws, plans and goals regarding emergency management.
- Standardized Emergency Management System (SEMS).
- Incident Command System (ICS).
- National Incident Management System (NIMS).
- Geography of the City.
- Principles and practices of project management.
- Principles and practices of strategic planning.

Skill in:

- Using initiative, discretion, and judgment within established procedures, guidelines, and rules.
- Defining problems, establishing facts, and drawing valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness, and sound judgment.
- Interpreting and applying City, state, and federal policies, laws and regulations.
- Managing staff, delegating tasks and authority, and evaluating staff performance.
- Building effective teams and providing efficient customer service.
- Communicating effectively, both verbally and in writing.
- Operating a personal computer and various software applications.
- Establishing and maintaining cooperative working relationships with department heads, managers, supervisors, employees, vendors, suppliers, external public and private agencies and the general public; and applying safe work practices.

LICENSE AND CERTIFICATION REQUIREMENTS:

- Possession of a valid California Class "C" driver's License, or out of state equivalent.
- Peace Officer's Standards and Training (POST) certification.
- Federal Emergency Management Agency (FEMA) certification.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed primarily in a standard office environment with some exposure to an outdoor work environment. May be exposed to extreme weather conditions, potential physical harm, and excessive noise levels. Work is performed in a variety of environmental conditions, mostly indoors and occasionally outdoors, with exposure to wide temperature variations, noise, vibrations, fumes, grease, machinery and its moving parts, odors, and dust. Regularly lifts objects up to 50 lbs. Other physical exertion including pushing, pulling, running, climbing, crawling, and kneeling is required. Incumbent must be able to see and hear in the normal range with or without correction, and communicate verbally and in written form with great facility and must be able to be understood. Incumbent will be required to respond to emergencies after regular working hours and on weekends and must be willing to work an irregular schedule, which may include holidays, evenings, and/or varying hours, as assigned. Must be able to respond to emergency calls within thirty minutes.