

Emergency Management Coordinator

**Classification Title: Emergency Management Coordinator**

FLSA Status: Non-Exempt

**BRIEF DESCRIPTION:** Provides leadership and supervision to Emergency Management (EM) team. Coordinates Emergency Management programs and ensures broad EM and public safety services goals are met through strategic planning across multiple program areas. Coordinates the activities of EM Specialists and oversees work assignments. Assists Director in the development/implementation of divisional policies, budget, strategic planning and human resources functions. Acts as EM Director in his/her absence.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.*

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	M	Supervises Emergency Management staff, assuring direction and success of assigned EM programs. Assigns, coordinates, monitors and evaluates EM planning activities. Ensures adequate staffing levels for the EM program and Emergency Operations Center. Monitors employee workloads, work hours, on-call schedule, vacation and travel. Fosters on-going communication with employees and conducts annual employee evaluations.
2	M	In collaboration with public, private and government organizations, provides leadership and support to assigned Emergency Management programs, including Homeland Security, fixed nuclear facility programs, Local Emergency Planning Committee, Hazardous Materials and various outreach programs. Serves as Chairperson for the Homeland Security Task Force.
3	M	Assists the Director in developing and maintaining divisional core Emergency Management functions and missions. Ensures service goals are consistent with established EM policies, Public Safety service goals, and federal/state/local government regulations. Interacts regularly with Director to evaluate existing goals and recommend enhancements and/or improvements. Participates in agency leadership meetings at the local, regional, state and federal levels.
4	M	Assists in the development of divisional budget. Consults with Director on goals/objectives of the division, develops budget to achieve those goals, and monitors expenditures.
5	M	Facilitates strategic planning across multiple program areas. Participates in meetings with staff and community partners. Provides expertise and consultation on Emergency Management issues.

**CLASSIFICATION REQUIREMENTS:**

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Education	Bachelor's degree in Emergency Management, Public Administration, Business Administration or related field.
Experience	Five years of experience in emergency management or related field.
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	Valid driver's license.
Reading	Advanced
Math	Advanced
Writing	Advanced
Managerial	Receives Limited Direction.
Budget Responsibility	Oversees budget preparation of division budget. Reviews and approves expenditures of significant budgeted funds for the department or does research and prepares recommendations for Countywide budget expenditures.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees or a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness and realigning work as needed.
Interpersonal / Human Relations Skills	Work requires very frequent and regular contact with others in a direct reporting relationship as well as others outside of a direct reporting relationship. The purpose of the contact is broad reaching and dynamic and may include the communication of specific issues and/or general policies. Interaction with others outside of the department requires exercising participative management and negotiation skills that support County strategy and organizational goals. Work also requires the communication with direct reports to ensure maximum productivity in work assignments. Makes presentations and answers questions with regard to presentation materials and findings.

**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light	Medium X	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Large vehicles and equipment, forklifts, radiological equipment, computers, printers and related software

PRIMARY WORK LOCATION	
X Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors (see 1 below)	Other (see 2 below)

(1) N/A

(2) N/A

**PROTECTIVE EQUIPMENT REQUIRED:**

Self reading pocket dosimeters, thermo luminescent radiation badges, radiation survey instruments, PPE suits, N95 masks, protective gloves