

## EMERGENCY MANAGEMENT COORDINATOR

### JOB DESCRIPTION

**Classification Responsibilities:** The Emergency Management Coordinator coordinates the preparation and implementation of the City's Emergency Management Plan and Emergency Operational Plan updates and related procedures, which involves directly working with the State of Arizona for plan direction and other City departments to support the development and implementation of their specific plan and procedures; the administrative functions for emergency management related training and drills; the administrative functions of the City's Emergency Operations Center (EOC); and the Emergency Response Notification system. The Emergency Management Coordinator also represents the department and the City in various local and state committees and coordinates the Community Emergency Response Team (CERT) of volunteers. This class performs related duties as required.

**Distinguishing Features:** The Emergency Management Coordinator is a civilian class supervised by a Fire Captain who reviews the Coordinator's work through periodic conferences and results achieved. The Fire Captain serves as an emergency response subject matter expert and the Terrorism Liaison Officer, and coordinates the technical/tactical response efforts for the emergency management efforts. The Coordinator also supports an Assistant Fire Chief who serves as the City's Emergency Manager. The coordination of the Emergency Management and Operational Plans and the EOC administration are shared with a Police Officer who primarily focuses on coordinating efforts related to the Police Department, while the Emergency Management Coordinator primarily coordinates these functions for the Fire Department and the other City departments, including the City Manager's Office and City Council. The Emergency Management Coordinator actively participates in local and state committees and meetings but stops short of committing specific resources without the approval of the Fire Captain or Assistant Chief. The Emergency Management Coordinator is required to work before, during, and after emergency incidents, and may be required to work evenings, weekends, and holidays, and in inclement weather conditions during these incidents. Work schedules and locations are also subject to change. This class is FLSA exempt-administrative.

### QUALIFICATIONS

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Business Administration, Emergency Management, or closely-related field. Considerable (3 - 5 years) experience in progressively-responsible public safety experience is required.

**Special Requirements.** Must possess a valid Arizona Driver's License by hire date.

**Substance Abuse Testing.** None.

**Preferred/Desirable Qualifications.** The Homeland Security and Emergency Management (HSEM) Emergency Management Professional Certification; the Federal Emergency Management Agency (FEMA) Professional Development Series (PDS) Certificate/Advanced Professional Series (APS)

Certificate; or the International Association of Emergency Managers (IAEM) Certified Emergency Manager (CEM) Certificate is preferred.

## **ESSENTIAL FUNCTIONS**

One position may not include all of the essential functions, knowledge and abilities listed, nor do the listed examples include all the knowledge and abilities which may be found in positions of this classification.

**Communication:** Communicates with Mesa Fire and Medical Department personnel, management, coworkers, other City employees, public safety, and emergency management personnel from other agencies regarding emergency management. Gives presentations to various groups. Trains administrative support staff and EOC users in the operation of the EOC equipment and tools. Trains CERT Program volunteers. Works directly with the State of Arizona for plan direction and other City departments to support the development and implementation of their plans and procedures. Represents the department and the City in various local and state committees.

**Manual/Physical:** Responds before, during, and after emergency incidents, which may involve working in inclement weather conditions. Reviews the work products of others to ensure compliance with standard operating procedures and other standards/guidelines. Operates a motor vehicle requiring a standard Arizona Driver's License to respond to incidents, provide training, and to participate in emergency management related activities. Operates a variety of standard office equipment including personal computer (PC) and other equipment in the EOC and for the Emergency Response System. Moves classroom equipment and materials using a handcart/dolly. Lifts and carries objects such as projectors and screens for distances up to 100 feet or more. Sets up and/or removes folding tables and chairs for classroom settings and various events. Participates in CERT activities. Meets scheduling and attendance requirements.

**Mental:** Coordinates the preparation and implementation of the City's Emergency Management Plan and Emergency Operational Plan updates and related procedures. Coordinates the administrative functions for emergency management related training and drills. Coordinates the administrative functions of the City's EOC and the Emergency Response Notification system. Plans, organizes, and directs the CERT Program and supervises the volunteers. Coordinates work activities, program functions, and special events with other departments, cities, and agencies. Resolves procedural, operational, and other work-related issues. Develops emergency management related policies, procedures, objectives, and plans. Conducts research and analyzes data related to the emergency management. Comprehends and applies written materials including the State plans, statutes, ordinances, reports, articles, and operating procedures. Learns job-related material in a classroom setting or on the job regarding emergency management.

### **Knowledge/Skills/Abilities:**

Knowledge of emergency management/disaster mitigation, preparedness, and response efforts.

Skill in:

coordinating and executing emergency management/disaster mitigation, preparedness, and response efforts involving multiple departments and agencies;

coordinating and implementing volunteer programs; and working with diverse groups at all levels including the City Manager's Office, City Council, and other agencies.

Ability to:

coordinate and execute emergency management/disaster mitigation, preparedness, and response efforts involving multiple departments and agencies;  
coordinate and implement volunteer programs;  
establish effective working relationships within the department, as well as with the City Manager's Office, City Council, and other agencies; and  
respond before, during, and after emergency incidents, which may involve working in inclement weather conditions

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included do not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 4/19

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EEO-PROF

JOB FCTN-ADM

INCREMENTS 34-200

PAY GRADE: 52

IND-7710

SWORN-No