

## **EMERGENCY MANAGER**

### **JOB DESCRIPTION**

**Classification Responsibilities:** The Emergency Manager classification performs highly complex professional work in managing and coordinating the City's efforts concerning four phases of emergency management: mitigation, preparedness, response, and recovery for acute, large-scale incidents. The Emergency Manager oversees development and coordinates the implementation of Mesa's Emergency Management Program to include a spectrum of activities and functions that build an efficient capacity to mitigate against, prepare for, respond to, and recover from large-scale emergencies and disasters. The position works to reduce the impact of disasters upon the City by coordinating with City Management and departments; local, county, state, and federal officials; non-profits; businesses; schools; hospitals; and other stakeholders. This position also maintains the City's Emergency Operation Center (EOC) in a state of readiness; maintains the City's Emergency Operation Plan, Continuity of Operation Plan, and Hazard Mitigation Plan; and oversees emergency preparedness training, exercises, and drills. This class will work directly with the State of Arizona and Maricopa County Emergency Management groups for plan direction, and other City Departments to support the development and implementation of their specific plan and procedures. Assists with grant application and administration and administers the submittal process for federal and state reimbursement claims for the City's costs during emergency operations. In addition, this class will have supervisory responsibility over a Fire Captain assigned to Emergency Management. This class performs related duties as required.

**Distinguishing Features:** The Emergency Manager is a civilian class supervised by a Fire Chief or designee who reviews the Emergency Manager's work through periodic conferences and results achieved. This class is distinguished from the Emergency Management Coordinator by its responsibility for carrying out the overall emergency management strategic plan for the entire City while the latter class is responsible for supporting the Emergency Manager's plans through coordinating daily planning, training, and response efforts at the operational level. The Emergency Manager serves as an emergency response subject matter expert and coordinates the technical/tactical response efforts for the emergency management efforts. The coordination of the Emergency Management and Operational Plans and the EOC administration are responsibilities shared with a Police Lieutenant who primarily focuses on coordinating efforts related to the Police Department. An Emergency Management Coordinator also coordinates these functions for the Police Department and the other City departments, including the City Manager's Office and City Council. The Emergency Manager actively participates in local and state committees. The Emergency Manager 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.** Any combination of training, education, and work experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in

Emergency Management, Public Safety, Public Health, Public Administration, Business Administration, or related field. Three years of professional-level experience in Emergency Management, which includes experience in at least one of the following areas: emergency operations, incident management, and/or emergency preparedness programs. At least one year of supervisory experience is required.

**Special Requirements.** Must possess a valid Class D 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. Completion of training using the National Incident Management System (NIMS), or Incident Command Systems (ICS), OR training in emergency support function methods and principles 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. Prepares and reviews division budget recommendations. Gives presentations to various groups. Trains administrative support staff and EOC users in the operation of the EOC equipment and tools. Trains Community Emergency Response Team (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 Class D 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 a 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:** Manages the preparation and implementation of the City's Emergency Management Plan and Emergency Operational Plan updates and related procedures. Manages the administrative functions for emergency management related training and drills. Manages the administrative functions of the City's

EOC and the Emergency Response Notification system. Plans, organizes, and directs the activities of the assigned staff. Supervises and evaluates the work of subordinate personnel. Prioritizes and assigns work to personnel and prioritizes own work. Resolves, plans, organizes, and directs the CERT Program and supervises the volunteers. Manages 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;  
the principles and methods of budget preparation and monitoring;  
disaster preparedness and management and recovery practices; and  
techniques for planning and delivering all-risk public education.

Skill in:

coordinating and executing emergency management/disaster mitigation, preparedness, and response efforts involving multiple departments and agencies;  
modern management techniques, supervisory practices, and evaluation methods;  
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.

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SWORN-No