

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 City's Emergency Manager, Maricopa County Department of Emergency Management (MCDEM), and the State of Arizona Division of Emergency Management (DEMA) for plan direction and coordinating with 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); Tactical Operations Center (TOC); and the Emergency Response Notification system. The Emergency Management Coordinator also represents the department and the City in various local and state committees and assists the Mesa Fire and Medical Department (MFMD) Emergency Management Fire Captain with the coordination of the Community Emergency Response Team (CERT) of volunteers. This position may research, analyze, and coordinate emergency management grants and programs which enhance the City's capabilities to better plan and prepare for emergencies and disaster mitigation. This class performs related duties as required.

Distinguishing Features: The Emergency Management Coordinator is a civilian class supervised by a Police Sergeant who reviews the Coordinator's work through periodic conferences and results achieved. The Police Sergeant serves as an emergency response subject matter expert and coordinates the technical/tactical response efforts for the emergency management efforts. The Coordinator also supports the City's Emergency Manager. The coordination of the Emergency Management and Operational Plans and the EOC administration are responsibilities shared with a Police Sergeant who primarily focuses on coordinating efforts related to the Police Department. The 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 Management Coordinator actively participates in local and state committees and meetings, but stops short of committing specific resources without the approval of the Police Sergeant or the City's Emergency Manager. The Emergency Management Coordinator is required to work before, during, and after emergency incidents, and may be required to work evenings, weekends, 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. Two years of experience in Emergency Management, which includes experience in at least one of the following areas: emergency operations, incident management, and/or emergency preparedness programs.

Special Requirements. Must possess a valid Class D Arizona Driver's License by hire or promotion date. Because of the confidential, sensitive nature of information handled, successful completion of a background investigation is required. Must meet the qualifications to wear a tight-fitting respirator by passing a medical evaluation test in accordance with Code of Federal Regulations (CFR) 1910.134 by hire or promotion date and must maintain certification.

Substance Abuse Testing. Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

Preferred/Desirable Qualifications. A Bachelor's Degree (or higher) in Emergency Management from an accredited college or university is highly desirable. Completion of Threat Vulnerability Assessment (TVA), Crime Prevention Through Environmental Design (CPTED) courses, and/or any Federal Emergency Management Agency (FEMA) professional programs offered through the Emergency Management Institute (EMI) is preferred. An International Association of Emergency Managers (IAEM) Certified Emergency Manager (CEM) Certificate or completion of Incident Command System (ICS) 100, 200, 300, 400, and National Incident Management System (NIMS) 700 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 Police 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 MCDEM 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 meetings and 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 TOC and 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 Police Department's TOC, the City's EOC, and the Emergency Response Notification system. Assists MFMD's Emergency Management Fire Captain with the CERT Program and occasionally 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. Conducts emergency management related inspections of equipment and procedures, codifying results for later use. Develops emergency management related policies, procedures, objectives, and plans. Conducts research and analyzes data related to emergency management. Comprehends and applies written materials including the County and 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 3/25

MR/sb/lv

CS5096.DOCX

EEO-PROF

JOB FCTN-ADM

Non-DOT Safety and Security-Y

CDL-N

RESP-Y

PAY GRADE: 55

IND-7710

SWORN-No

Non-DOT Random-N

DOT-N

INCREMENTS 32-200