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| Job Title: <u>Emergency Management Coordinator</u> | Job Number: |
| Job Classification: <u>Management / Supervisory</u> | 2510 |

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| Reports to: Fire Chief | Department: Fire – Emergency Management | Pay Grade: 130 Exempt |
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PRIMARY DUTY: Under general supervision, manages operations, services and staff of the City/County Office of Emergency Management (OEM); manages the development and maintenance of the integrated plans for emergency preparedness programs; coordinates and conducts training and training exercises to develop coordinated responses to disasters and civil emergencies.

ESSENTIAL FUNCTIONS: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge and skills. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Coordinates the operations, services and staff of joint City/County Office of Emergency Management (OEM); establishes procedures and guidelines for comprehensive emergency management system and assures compliance with federal, state and local rules and regulations.
- Manages OEM emergency preparedness and coordinated response planning with state and regional agencies for the planning, response, recovery and mitigation of emergencies and disasters; prepares reports on emergency preparedness issues.
- Reviews and implements modifications to response plans; coordinates the preparation of plans for a comprehensive response to a broad array of natural and manmade disasters and emergency situations affecting City and regional operations; oversees Emergency Operations Center.
- Applies for and manages state and federal assistance grants for emergency management programs; prepares and processes special and recurring financial and activity reports; compiles and analyzes data.
- Manages OEM projects from initial project assignment to completion; manages the collection, analysis and reporting of operational data; coordinates and negotiates contracts, agreements and Memorandum of Understanding with regional agencies.
- Manages assigned staff; develops goals and priorities, schedules and assigns tasks and projects and evaluates performance; develops staff skills and coordinates training; meets with staff to discuss and resolve project and technical issues and citizen concerns.
- Coordinates with citizens' groups and outside agencies; interprets and explains City/County policies, procedures, rules and regulations.
- Supports the relationship between the City of Waco and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.
- Develops and evaluates budget request, monitors budget expenditures, makes adjustments as necessary and reports budget information.
- Driving is essential.

KNOWLEDGE AND SKILLS:

Knowledge:

- City organization, operations, policies and procedures.
- State and federal regulations and standards governing emergency preparedness and response activities, including Texas Division of Emergency Management and Federal Emergency Management Agency (FEMA).
- State and federal emergency management plans, standards, reports and documentation requirements.
- Research methods for grant funded programs and grant application process and procedures.

- Regional geography and the location of streets, landmarks and buildings.
- Local community resources and community services programs.
- Principles and practices of administrative management, including personnel rules, supervision, purchasing, budgets, project management and records management
- Techniques and practices for efficient and cost effective management of resources.

Skill in:

- Analyzing complex OEM system problems, evaluating alternatives and recommending methods, procedures and techniques for resolution of technical and political issues.
- Interpreting and applying emergency preparedness and response standards and procedures, applicable federal rules and regulations and City/County policies and procedures.
- Researching, analyzing and interpreting laws, governmental regulations and technical procedures.
- Analyzing emergency preparedness needs and developing response strategies to meet future needs.
- Managing and maintaining regional emergency management plans and programs.
- Preparing emergency management reports in accordance with regulatory reporting requirements.
- Promoting emergency preparedness within the community.
- Establishing and maintaining cooperative working relationships with government officials, outside agencies, community groups and the general public.
- Communicating effectively verbally and in writing.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Emergency Management, Business or Public Administration or related field required; AND three years' experience in public sector emergency preparedness and response programs; OR an equivalent combination of education and experience.

LICENSE AND CERTIFICATION:

- Must possess a valid Texas Driver's License.
- Specific technical training and certifications may be required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The physical activities of this position include:
 - Balancing - Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces.
 - Reaching - Extending hand(s) and arm(s) in any direction.
 - Standing - Particularly for sustained periods of time.
 - Walking - Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
 - Finger Dexterity - Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
 - Grasping - Applying pressure to an object with the fingers and palm.
 - Feeling - Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
 - Talking - Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
 - Hearing - Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication and to make the discriminations in sound.
 - Repetitive motion - Substantial movements (motions) of the wrists, hands and/or fingers.

- The physical requirements of this position:
 - Medium work. Exerting up to 50 pounds of force occasionally and/or up to 30 pounds of force frequently and/or up to 10 pounds of force constantly to move objects.
- The following personal protective equipment may be required and must be worn when required by the task being performed
 - Hardhat, gloves, eye protection, reflective vest and proper footwear up to and including steel toed boots.
- The visual acuity requirements including color, depth perception and field vision.
 - The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
 - The worker is required to have visual acuity to determine the accuracy, neatness and thoroughness of the work assigned (i.e., custodial, food services, general laborer, etc.) or to make general observations of facilities or structures
 - Requires vision capacity to perform fine calibrations and differentiate between colored wires.
- The conditions the worker will be subject to in this position
 - Work is performed primarily in an indoor setting or well-lit, temperature-controlled working environment; with some travel from site to site.
 - Activities occur inside and outside with temperatures that may be below 32° or above 100° for periods of more than one hour. Consideration should be given to the effect of other environmental conditions, such as wind and humidity.
 - The worker is subject to exposure to hazardous traffic conditions
 - The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above ambient noise level.
 - The worker is subject to hazards, including a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.
 - The worker is subject to atmospheric conditions. One or more of the following conditions that affect the respiratory system or the skin: chemicals, fumes, odors, dust, mists, gases, or poor ventilation.
 - The worker is subject to close quarters, crawl spaces, enclosed rooms, sewage and line pipes and other areas that could cause claustrophobia.

This job description is not intended to be construed as an exhaustive list of responsibilities, duties and skills required. City management has exclusive rights to alter this job description at any time without notice.

Employees will be required to follow any other job related instructions and to perform any other job related duties requested by any person authorized to give instructions or assignments.

This document does not create an employment contract, implied or otherwise, other than an 'at-will' relationship.

Job Description Acknowledgement

I verify that I have received a copy of my job description by the signature below. As an employee of the City of Waco, I understand the duties and responsibilities assigned to me. Furthermore, I understand that the duties listed above are guidelines and will change over time, as necessary. From time to time, I understand that I may be asked to perform duties and handle responsibilities that are not specifically addressed in my job description.

Employee's Signature

Date

Employee's Printed Name

Employee Identification Number