



COPPELL, CITY OF (TX)
invites applications for the position of:

EMERGENCY MGMT COORDINATOR

SALARY: \$38.04 - \$55.15 Hourly
\$3,043.20 - \$4,412.00 Biweekly
\$6,593.60 - \$9,559.33 Monthly
\$79,123.20 - \$114,712.00 Annually

OPENING DATE: 10/29/21

CLOSING DATE: 11/12/21 05:00 PM

BASIC FUNCTION:

The Emergency Management Coordinator is responsible for planning and coordinating response to all types of major disasters and ensuring that all city departments respond to these events in a coordinated, unified manner. The objective of this position is to minimize the affect of such events on the city and return the city to normal as soon after such an event as possible.

ESSENTIAL JOB FUNCTIONS:

- Update and maintain the emergency preparedness and response Master Emergency Operation Plan.
- Create and maintain Special Event Emergency Operation Plans.
- Supervise and assign or direct the work of subordinate staff while continually coaching, motivating and providing development opportunities.
- Review policies and programs to ensure conformance with federal, state and local laws, codes and ordinances.
- Conduct an on-going survey of existing personnel, equipment, supplies and services that could be used during an emergency.
- Ensure the establishment and maintenance of an Emergency Operations Center (EOC), including operational readiness of weather radar monitoring capability in the EOC and operational readiness of radio, telephone and computer access in the EOC. Also responsible for maintenance of supplies, directories, call list, reference materials, etc. in the EOC.
- Design, coordinate and assist in directing annual emergency drills for the City; establish interdepartmental committees to participate in planning and implementation of drills' coordinate with outside agencies and private industry in exercise planning and participation.

- Respond to and assist with emergency management activities in the EOC as required; assist in the EOC on a 24-hour basis, when needed.
- Direct and participate in emergency preparedness training programs; obtain membership, attend meetings and participated in approved professional associations; keep informed of relevant new innovations, laws and procedures and attend instructional classes and seminars for Emergency Management.
- Serve as Department liaison with private and volunteer agencies (LEPC, Red Cross, Salvation Army, RACES, etc.) regarding emergency management activities.
- Provide technical support to maintain the EOC equipment/technology in a state of operational readiness, including the development and maintenance of EOC job-specific functional guides, staff training, exercises, and drills.
- Oversee and manage daily technical support of the City's land-mobile radio (LMR) fleet, Fire Station Alerting (FSA) system, Outdoor Warning System (OWS), and the Emergency Operations Center (EOC).
- Perform other duties as needed or assigned by the Fire Chief.

CITY OF COPPELL CORE COMPETENCIES:

Technical Competencies

Knowledge and ability to correctly apply professional/specialized expertise; skillfully manage information; properly use tools, equipment and technology; effectively allocate resources; proactively identify and resolve issues; consistently make sound decisions; correctly execute policy processes and procedures; strictly adhere to/enforce safety polices; consistently produce quality results; proactively plan and organize; consistently provide exceptional customer service.

Human Competencies

Humble The noble choice to forgo your status, deploy your resources or use your influence for the good of others beyond yourself-a willingness to hold power in service for others.

Motivation of Self & Others: We demonstrate a core desire to serve the Public and the Organization through our commitment, passion, initiative and drive.

Leadership of Self & Others: We motivate, inspire and influence others to strive towards excellence by being participatory, positive, accountable, team focused, influential in goal achievement, and empowering.

Service –Oriented: We behave in a friendly and professional manner centering on a desire to address the needs of internal and external customers while respecting their rights and dignity by being people-oriented, helpful, understanding and compassionate.

Trustworthy: We earn the confidence of others by demonstrating both the character and the competence to fulfill our obligations with both integrity and honesty along with ethical, credible behavior.

Relational: We establish trust, cooperation, mutual respect and support with an objective to improve relationships by valuing diversity and being diplomatic/tactful, cooperative, empathetic, broadminded, flexible, respectful and compassionate/caring.

Communication: We exchange information and ideas in a manner which results in mutually supported decisions for the greater good by sharing thoughts & feelings, and through persuasiveness, assertiveness, empathic listening, conflict resolution and deliberating/debating.

Emotional Maturity: We demonstrate the ability to manage and monitor our emotions and to assess the emotional state of others by understanding stress

management, balance and consistency.

Development of Self & Others: We are committed to improving the knowledge, skills, personal qualifications and performance of ourselves and others through mentoring, coaching, counseling/discipline, delegation and self-development.

Conceptual Competencies

Organizational Awareness: We are aware of the Organization’s structure and culture for how we do business by understanding organizational structure, departmental impact on organization, interdepartmental relations, organizational culture, organizational development and leadership style.

Global Awareness: We stay informed of critical global issues and trends that may impact the Organization by understanding international perspectives (*does not apply to level 3*), intergovernmental relations, political awareness, media/public relations and legal implications.

Community Awareness: We have a sense of the community’s culture and its impact on service delivery by understanding purpose of service, citizen/stakeholder expectations, demographics and branding.

Professional Insight: We thoroughly understand our particular professions and apply the principles and ethics required in the professions’ service delivery by applying principles, professional ethics and by understanding futuring/profession trends, legal implications and resource planning.

Innovation: We successfully implement ideas that improve and/or add value to service delivery through creative thinking, risk taking, continuous improvement and by being quality minded and a change agent.

Critical Thinking: We actively and skillfully conceptualize, apply, analyze, synthesize, and evaluate information to reach a sound answer or conclusion by understanding issue/problem identification, analysis, consequences, and by balancing decision factors.

Visioning: We create the future direction of the Organization and understand the efforts and processes needed to achieve it through strategic planning, goal setting, policy development, mission/values and council direction.

MINIMUM REQUIREMENTS:

Bachelor’s degree in Emergency Management or related field with five (5) years of professional level emergency management or related experience in municipal or state government is required. Incumbent must possess a valid State of Texas driver’s license, a good driving record, and a current Texas Certified Emergency Management Certification (within one year of employment).

APPLICATIONS MAY BE FILED ONLINE AT:
<http://coppelltx.gov>

Position #EMGMTC 10.29.21
EMERGENCY MGMT COORDINATOR
PC

255 Parkway Blvd
Coppell, TX 75019
972-462-0022

hr@coppelltx.com

EMERGENCY MGMT COORDINATOR Supplemental Questionnaire

* 1. Do you have a Bachelor's Degree in Emergency Management?

- Yes
- No

* 2. How many years of experience do you have in professional level Emergency Management?

- 0-2
- 3-5
- 5+

* 3. Do you have a current Texas Certified Emergency Management Certification?

- Yes
- No

* 4. How many years of experience do you have working for a municipal or state government?

- 0-2
- 3-5
- 5+

* Required Question