



EMERGENCY MANAGEMENT COORDINATOR 1

Department: Emergency Management
Job Class: 265200
Pay Range: Professional 05

FLSA Status: Non-exempt
Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Classification descriptions are not intended to reflect all duties performed within the job.

GENERAL FUNCTION: This is highly responsible administrative work in the field of Emergency Management. An employee in this class is responsible for performing coordination, planning, operations, development, hazard mitigation, training and public education activities.

SERIES CONCEPT: The Emergency Management Coordinator 1 is the first level of the classification series performing professional level emergency management program administration activities. This classification does not have full supervisory responsibility of other employees as required in the Emergency Management Coordinator 2.

ESSENTIAL FUNCTIONS:

- Administer, coordinate and develop specific emergency management programs and plans, such as emergency worker registration, Community Right-to-Know or the Local Emergency Planning Committee under Title III of the Superfund Amendments and Reauthorization Act of 1986, emergency public education, hazard mitigation, recovery, support to the Emergency Medical Services Program and emergency management training.
- Coordinate and lead various emergency response activities, including but not limited to activation of the Emergency Operations Center, search and rescue operations and hazardous materials spill operations.
- Develop planning strategies, plans and procedures with local governments, state and federal agencies and the private sector.
- Implement such plans and programs as required.
- Research, develop and maintain aspects of the Pierce County Comprehensive Emergency Management Plan as assigned.
- Review, analyze and develop reports on plans, programs, mitigation activities, and other related documents.
- Develop and maintain standards for volunteer emergency workers.
- Administer local requirements for receiving federal disaster assistance and disaster relief programs.
- Act as a Duty Officer to respond to Department of Emergency Management responsibilities during regular and non-business hours.
- Represent the Emergency Management Program Manager and Department at public meetings.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet the travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, holidays and overtime.

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OTHER JOB FUNCTIONS

- Duties may include acting on behalf of the Emergency Management Program Manager in notifying and briefing the County Executive, mayors or city managers and other public officials, and recommending and preparing Proclamations of Emergency.
- Perform other related duties as required.

SUPERVISION RECEIVED AND EXERCISED: Incumbents work independently with only minimal, general supervision. An employee at this level reports to a higher level coordinator or directly to the Emergency Management Program Manager. This position does not supervise others but may train or lead program volunteers or temporary employees.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The Emergency Management Coordinator 1 works in an office environment on a daily basis. Work in outside facilities and outdoors in all types of environmental and physical conditions is required during times of emergency situations. Travel to various work sites and/or meeting locations is required. Work is generally completed on a regularly scheduled basis, however, attendance at meetings or completion of work outside of normal scheduled hours may be required. Extended periods of concentration and sedentary work at a work station is required. Work is subject to frequent interruptions, normal office noise and exposure to higher than normal noise levels during emergency situations. Occasional exposure to verbally hostile or confrontational citizens and/or public groups may be expected.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the position. An Emergency Management Coordinator 1 may be exposed to physically hazardous situations, personal danger and bio-hazardous materials while assisting with emergency situations. This classification has a variety of physical requirements of varying degrees based on numerous differing work circumstances. Required physical activities during those times are running, jumping, twisting, balancing, climbing, crawling, kneeling, bending, stooping, crouching, reaching, lifting, carrying, dragging, throwing, pushing/pulling both objects and people.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Principles and practices of emergency management program operations, including development, planning, coordination, monitoring, evaluation and problem solving
- Related federal, state and local laws regarding emergency management operations and funding.
- Emergency management program strategies, evaluation measures, and assessment measures.
- The legal structure of local government and its relation to state and federal agencies, the military, volunteers, the private sector and the educational system.
- Current trends and developments in emergency management

Skill in:

- Developing public communication and operational plans and programs.
- Coordinating and leading a variety of individuals and groups toward establishing and attaining program or project goals and objectives.

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Ability to:

- Develop, plan, organize, manage and coordinate emergency management programs and projects.
- Communicate effectively to express ideas and convey complex information, both verbally and in writing with co-workers, the public, and a variety of agencies and officials.
- Use independent judgment and knowledge to make appropriate operating decisions, resolve operational problems and conflicts.
- Analyze and interpret complex information and situations quickly and objectively; determine a proper course of action.
- Use effective communication and interpersonal skills to inform, educate, persuade, motivate, gain concurrence and agreement, resolve conflict and/or develop alternatives.
- Establish and maintain a cooperative and effective working relationship with co-workers, County management, private and public officials, citizen groups and the general public.
- Operate effectively independently or as a member of a service-oriented team, consisting of individuals representing public and private interests.
- Represent the County in a positive, professional manner.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.

MINIMUM REQUIREMENTS TO APPLY: Graduation from a four-year college or university and three years professional experience in Emergency Management or related activities. Administrative, supervisory, teaching or training experience may be substituted year-for-year, for the education requirement.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: A valid Washington State driver's license may be required when travel is required of the position.