



EMERGENCY MANAGEMENT COORDINATOR 2

Department: Emergency Management

Job Class: 265400

Pay Range: Professional 07

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 advanced professional administrative and supervisory work in the field of Emergency Management. Employees in this class perform employee supervision and the most complex duties included in coordination, planning, operations, development, hazard mitigation, training and public education activities.

SERIES CONCEPT: The Emergency Management Coordinator 2 is the senior level position in the classification series performing professional level emergency management program administration activities. Incumbents work independently with broader discretion, stricter accountability and more independent determination of priorities than an Emergency Management Coordinator 1.

ESSENTIAL FUNCTIONS:

- Manage, coordinate, administer or develop specific emergency management programs 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, emergency public education, and emergency management training.
- Lead, coordinate and/or direct as required multiple emergency response activities, including but not limited to activation of the Emergency Operations Center, search and rescue operations and hazardous materials spill operations.
- Supervise assigned personnel, including scheduling, assignments, performance review, training and development, resolution of personnel issues, and recommendations for selection and disciplinary action.
- Coordinate and/or lead the implementation of emergency management plans and programs as required.
- Develop planning strategies, plans and procedures with local governments, state and federal agencies and the private sector.
- Research, develop, and maintain local hazard analysis, public education programs, emergency management training opportunities, mitigation programs, and emergency response exercises.
- Review, analyze and develop reports on plans, programs, mitigation activities, and other related documents.
- Establish and maintain standards of training and conduct for emergency volunteer 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.

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ESSENTIAL FUNCTIONS: (continued)

- 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.

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: The Emergency Management Coordinator 2 reports to the Emergency Management Program Manager. Work is reviewed and evaluated through observation, conferences, reports and evaluation of results. The classification requires full supervisory responsibility for assigned employees and may be assigned volunteers.

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 2 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 2 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:

- Thorough knowledge and understanding of statutory requirements and administrative policies and practices applicable to emergency management functions and operations.
- Principles and practices of emergency management program operations, including development, planning, coordination, monitoring, evaluation and problem solving
- Emergency management program strategies, evaluation measures, and assessment measures.
- Supervisory practices and principles.
- Thorough knowledge and understanding of the legal structure of local government and its relation to state and federal agencies, the military, volunteers, the private sector and the educational system.

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KNOWLEDGE, SKILLS AND ABILITIES: (continued)

Skill in:

- Leading and supervising a variety of individuals and groups toward establishing and attaining program or project goals and objectives.
- Interpersonal communication
- Team building, leadership, and motivation
- Strategic thinking, planning, organizing and prioritizing resources
- Effective supervision, leadership, evaluation, motivation, training and mentoring of employees

Ability to:

- Lead, supervise, coordinate, and manage the development, planning and organization of 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 and inter-jurisdictional problems and conflicts.
- Be effective in managing and coordinating services within a multi-jurisdictional services environment, including recognizing political implications and working in harmony with elected officials from various jurisdictions
- Analyze and interpret complex information and situations quickly and objectively; determine a proper course of action for self and/or others.
- Use effective communication and interpersonal skills to inform, educate, persuade, motivate, gain concurrence and agreement, resolve conflict and/or develop alternatives.
- Effectively plan, supervise and evaluate the work of others.
- 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.
- Effectively coordinate, perform, and complete multiple duties and assignments concurrently and in a timely manner.

MINIMUM REQUIREMENTS TO APPLY: Graduation from a four-year college or university and four years professional experience in Emergency Management activities. Project management and supervisory experience preferred. 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.