Classification Title | Emergency Management Coordinator 2 | Code | 265400
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Department | Emergency Management | FLSA | Non-Exempt
Pay Range | Professional 07 | Represented | No

**GENERAL SUMMARY**

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 DUTIES & PRIMARY RESPONSIBILITIES**

*Essential functions are the basic job duties that an employee must be able to perform, with or without reasonable accommodation. This list of essential functions is intended to be representative of the duties performed within this classification. The omission of a function does not preclude management from assigning essential duties not listed if such duties relate to the position.*

- 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.

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Date Last Revised: 8/92, 6/97, 9/05, 2/09, 11/
• 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.

**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 job functions as assigned.

**MINIMUM QUALIFICATIONS**

**Education and Experience**
Graduation from a four-year college or university and three 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.

**Licenses or Certifications**

**OTHER JOB REQUIREMENTS**
Must meet travel requirements and authorize and complete a background check prior to employment.

**PREFERRED QUALIFICATIONS**

**SUPERVISION**
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.

**COMPETENCIES**

**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.

Skill in:
• Working with a variety of individuals from diverse backgrounds.
• 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.

WORKING ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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 workstation 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.

<table>
<thead>
<tr>
<th>Exposures</th>
<th>Frequency Working in Designated Environment</th>
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<tbody>
<tr>
<td>Individuals who are hostile or irate</td>
<td>Seldom or Never</td>
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<tr>
<td>Extreme cold (below 32 degrees)</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Extreme heat (above 100 degrees)</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Communicable diseases</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Moving mechanical parts</td>
<td>Seldom or Never</td>
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<tr>
<td>Fumes or airborne/blood borne</td>
<td>Seldom or Never</td>
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<tr>
<td>Toxic or caustic chemicals or substances</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Loud noises (85+ decibels such as heavy trucks, construction)</td>
<td>Seldom or Never</td>
</tr>
</tbody>
</table>

**PHYSICAL DEMANDS**

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 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.