

**JOB DESCRIPTION: EMERGENCY MANAGEMENT COORDINATOR**

DATE: 01/23/2013

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EXEMPT (Y/N):	No	JOB CODE:	CSC
DEPARTMENT:	Emergency Management	CLASSIFICATION:	244
SUPERVISOR:	Emergency Management Director	SALARY RANGE:	25
UNION (Y/N):	Yes	LOCAL:	AFSCME Local 1442

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**GENERAL STATEMENT OF DUTIES:** This position reports to, works at the direction of and in coordination with, and is funded by the Columbia County Homeland Security Emergency Management Commission (HSEM). Develop, maintain and revise the Columbia County Emergency Management program in coordination with the Department Director. Develop and present training programs for local jurisdictions and community awareness. Develop, coordinate and execute tabletop, functional and full-scale county and regional exercises. Assist local jurisdictions and industries in developing and maintaining multi-hazard emergency response plans. Do related work as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Perform all duties in close coordination with HSEM and the Department Director.

Work with individual members of the HSEM to assist in developing, revising and maintaining comprehensive Emergency Management Programs to address natural and terrorism related disasters, which include mitigation, preparedness, response, prevention and recovery functions.

At the direction of the HSEM, design, plan, coordinate and execute or assist in the execution of tabletop, functional and full-scale exercises to test disaster and emergency response.

Conduct research studies and prepare reports on Homeland Security related issues. Gather and analyze information on time, personnel, equipment, training and planning necessary to provide for disaster preparedness. Develop and prepare programs for the effective use of equipment and application of disaster preparedness training.

Assist in developing and maintaining an operational Emergency Operations Center (EOC) for the County. As directed, develop and conduct training for emergency responders and Emergency Operations Center staff. Coordinate and maintain training records in compliance of state and federal requirements. Assist local agencies with NIMS compliance.

Prepare written summaries, evaluation and compliance reports to the State of Oregon and the Federal Dept. of Homeland Security regarding exercises and actual occurrence events. Prepare

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written reports to various parties and agencies regarding grants, updates, and policy recommendations.

As directed, research and prepare grant funding requests and provide administration for grants awarded. Compile statistics and prepare necessary reports to comply with federal and state record keeping requirements.

Promote emergency preparedness public education programs through press releases, public appearances, etc.

When directed, represent the HSEM and/or County with federal, state, local agencies, community and professional groups, Commissions and Boards regarding all aspects of programs under the HSEM.

Coordinate volunteers and members of other agencies involved in activities related to public awareness, incident management and response.

Respond to inquiries from agencies and the public regarding the HSEM and the Emergency Management Program.

Develop, recommend and implement (upon adoption) policy and procedural changes for more efficient HSEM, departmental or program operations.

Assist in the preparation and monitoring of HSEM or department budget. Record bills, prepare vouchers for payment and authorize expenditures within prescribed limits. Prepare claims as necessary following an emergency for reimbursement from other agencies/governments. Maintain records and files.

Provide administrative support to the HSEM. Prepare a variety of reports and records for the HSEM and Department and related to the emergency response plans and procedures. Arrange, coordinate and attend meetings, record matters discussed and prepare minutes.

Follow all safety rules and procedures established for work areas. Comply with all policies and procedures.

**SUPERVISORY RESPONSIBILITIES:** Supervision is not a normal responsibility of this position. During the absence of the Director or during an emergency, this position may nominally supervise staff and/or volunteers in the operations of the Emergency Operations Center.

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**SUPERVISION RECEIVED:** Work independently without direct supervision under the general direction of the HSEM and the Department Director who provide policy, procedure and administrative direction. The Director reviews performance of this position based on input from the HSEM.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** Bachelor's degree in emergency management, business, public administration, urban planning or political science or closely related field. Three years' work experience in emergency management and/or the emergency response field and prior experience as a trainer. Any satisfactory combination of experience and training which provides the required knowledge, skills and abilities may be acceptable.

**SPECIAL LICENSES, CERTIFICATIONS:** Possession of a valid driver's license and an acceptable driving record.

**KNOWLEDGE, SKILL AND ABILITY:** Knowledge of emergency management principles and practices. Knowledge of local, state and federal rules and regulations concerning emergency management. Knowledge of methods and techniques of adult learning and training design. Knowledge and ability to prepare training/exercise and other materials and make effective presentations. Knowledge of granting writing and project management.

Skill in the operation of various software applications programs, including word processing, spreadsheets and electronic mail. Skills in organization and project management.

Ability to express ideas effectively, verbally and in writing. Ability to facilitate operations in the EOC and provide leadership to Incident Command regarding response and recovery missions. Ability to meet deadlines and work independently in cooperation with agency, community and industry representatives. Ability to develop and maintain harmonious and effective working relationships with employees, other agencies, County officials and the general public.

**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.

Physical demands while in the office are usually minimal, involving the movement of files,

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books, equipments, etc. seldom exceeding 20 pounds. Field activity and participation in program events or disaster response requires additional physical demands, such as walking and/or standing for long periods of time, bending, stooping, climbing, etc., as well as the need to occasionally lift and move objects up to 50 pounds.

**WORK ENVIRONMENT** The work environment characteristics 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.

Usually work in a general office environment. Position is potentially subject to call back due to emergency situations 24 hours a day, seven days a week. Working hours may be extended and highly stressful during an emergency situation. The performance of field work may require walking over various terrain or other hazards and exposure to all weather conditions. Extensive travel is necessary, requiring the operation of a motor vehicle, often to remote areas. The employee may be required to travel at night time or on weekends or in inclement weather to participate in program events or to respond to disaster events.