LAKE WORTH / SAGINAW FIRE DEPARTMENT

STANDARD OPERATING GUIDELINES

EMERGENCY MANAGEMENT COORDINATOR JOB DESCRIPTION & REQUIREMENTS

Job Summary:

Work is performed under the direct supervision of the Fire Chiefs or their designated representative(s); responsible for efficient and effective administration of a comprehensive Emergency Preparedness Program by coordinating all of the components and activities regarding emergency preparedness with city departments and divisions, county, federal, and state agencies, and the general public. Includes developing, coordinating, and implementing emergency operations plans and operating procedures, analyzing and distributing information concerning natural and man-made emergencies and/or disasters, developing educational and community outreach strategies, and developing resource management procedures. Organizes, coordinates, and implements emergency management exercises, training programs, and teaches preparedness classes. Secures technical and financial assistance through grants and Public/Private partnerships.

Essential Job Functions:

Plans and coordinates emergency preparedness, response, and recovery operations.

Develops, coordinates and leads emergency management training; coordinates and evaluates emergency operations drills and actual disasters to make recommendations to improve operations and/or response; advises City departments on their emergency plans and coordinates interdepartmental activities. Coordinates participation in disaster exercises.

Plans, develops, reviews, maintains, and administers City-wide policies and programs related to emergency preparedness; measures program effectiveness and recommends enhancement and improvements.

Reviews and analyzes city's comprehensive emergency management plan and the all-hazards mitigation plan, makes recommendations to revise, update, and improve these plans to effectively handle disasters or major emergencies, develops new plans as needed, and ensures that plans are current and adequately address specific emergencies or disasters and that plans conform with federal and state requirements.

Revises, updates, and/or develops city-wide emergency management standard operating procedures, ensures that operating procedures are consistent and understood by city staff, emergency management partners/liaisons, and maintains close communication with designated partners/liaisons in order to relay new procedures and developments.

Serves as a point of contact for the city in emergency and/or disaster response situations; works in conjunction with local, regional and state entities for emergency and/or disaster response; initiates and monitors the increased readiness actions among the city services when disaster threatens.

Serves as the Cities of Lake Worth & Saginaw's representative at local and regional emergency management meetings.

Serves as the liaison with local and/or state agencies, local organizations and community groups regarding emergency preparedness.

Oversees emergency management systems including the Emergency Operations Centers and EOC communications.

Coordinate staffing of the Emergency Operations Centers (EOC) with designated personnel, and coordinates EOC activities to support natural or man-made disasters or major emergency operations.

Development, coordination, and maintenance of city, county and regional mutual aid and cooperative assistance agreements to provide needed services, equipment, or other resources in the event of an emergency.

Keeps the city staff and elected officials apprised of the preparedness status and emergency management needs during potential emergency events as directed by the Fire Chiefs.

Monitors State and Federal legislation and regulations governing emergency management and advises the Fire Chiefs on actions required resulting from the legislation or regulations.

Develops educational and community outreach programs to inform citizens on overall emergency preparedness, works closely with volunteer, community, and business groups to coordinate educational programs and planning efforts, and assists in the preparation of emergency press releases.

Prepares and presents public awareness programs to civic groups, medical facilities, schools, and other organizations.

Provides for the development and or coordination of Community Emergency Response Team(s) (CERT). Assist in coordination and delivery of local CERT courses. Identifies volunteer opportunities for citizens to contribute to local homeland security efforts.

Conducts risk and threat assessments, works with and advises city departments on their emergency plans, coordinates interdepartmental activities, and advises city officials regarding disaster mitigation, response, and recovery procedures and resources.

Provides assistance to organizations by conducting facility surveys to evaluate their emergency plans and make appropriate recommendations as needed.

Continually evaluates and monitors warning notification systems and coordinates with the appropriate city departments to maintain the system's readiness.

Coordinates with organized volunteer groups and businesses regarding emergency operations.

Prepares news articles for public release.

Serves on the Cities Special Event Committees, reviews all special event permit applications and develops a unified Incident Action Plan for major events.

Secures technical and financial assistance through grants and Public/Private partnerships

Prepares and submits program funding documentation and coordinates grant proposal activities related to emergency preparedness.

Creates and maintains computerized database of hazardous chemicals within the jurisdictions.

Drafts reports and studies required by agencies at local, state, and federal levels.

Attends and completes all required education courses as assigned and required by state and federal agencies.

Must reside with 45 minutes' drive time to Lake Worth-Saginaw area.

Performs other related duties as assigned.

Knowledge, Skills and Abilities:

Knowledge of:

Emergency Management concepts, knowledge of basic first aid procedures; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships with co-workers; ability to relate to persons of varying socioeconomic and ethnic backgrounds; and ability to maintain appropriate necessary certifications.

City policies and procedures; Fair Labor Standards Act, City and State codes and ordinances, record retention laws for public safety agencies, and laws pertaining to public safety agencies; records management; database management.

Principles and practices of emergency management.

Applicable federal, state, and local laws and regulations.

National Response Framework.

National Incident Management System.

Basic meteorology and storm spotting techniques.

Principles and procedures of record keeping.

Business letter writing and report preparation.

Research, data analysis, and report preparation techniques.

Grant programs and grants management principles and techniques.

Basic principles and practices of public administration.

Governmental structures and resources.

Standard office procedures such as filing, copying, and answering phones. Ability to effectively prepare and deliver presentations.

Skill in:

Proficiency in the use of computers and MS Office software programs to facilitate the creation of plans, reports, spreadsheets, and presentations.

Proficiency in technical writing knowledge, skills, and abilities needed to develop plans, reports, presentations, and other EM related documents.

Software Program Experience: WebEOC, Mapping Software, Emergency Notification Software.

Must demonstrate excellent oral and written communication skills.

Must have the ability to speak to large public meeting, present EM related information to Local, State, and regional EM practitioners.

Must be able to function calmly, effectively and decisively in emergency situations.

Ability to think analytically and apply sound judgment to solve problems and make effective decisions.

Ability to interpret and explain City emergency operations, policies, and procedures.

Required Education, Degrees, Certifications and/or License:

High School Diploma or General Equivalency Diploma; Valid Texas Driver's License;

Valid technician level amateur radio license or ability to obtain within twelve months;

Bachelor's Degree in Emergency Management, Public Administration or related field preferred; or, an equivalent combination of education and emergency management or emergency service experience to perform the duties and functions as outlined;

NIMS ICS Courses 100, 200, 300, 400, 700, 800 or ability to obtain within six months;

Ability to respond to emergencies or to perform threat monitoring activities at night or on weekends;

American Heart Association CPR and Basic First Aid Instructor Certifications or ability to obtain within six months

Physical Demands:

This position involves touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting. Must be able to exert up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly involving the moving of objects.