

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):

VACANT

Work Phone: TBD

2. Class Title (i.e. payroll title):

EMERGENCY MANANAGEMENT COORDINATOR

3. Working Title (if any):

EMERGENCY MANAGEMENT COORDINATOR

4. Name & Class of First-Line Supervisor:

FIRE MARSHAL

Work Phone: 608-266-4457

5. Department, Division & Section:

FIRE PREVENTION DIVISION

6. Work Address:

314 W DAYTON STREET, MADISON WI 53703

7. Hours/Week: 38.75

Start time: 7:30 End time: 4:00; **some nights and weekends**

8. Date of hire in this position:

TBD

9. From approximately what date has employee performed the work currently assigned:

TBD

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10. Position Summary:

Develop, oversee, and coordinate activities essential to the City's on-going emergency management program **and plans**. Areas of responsibility include grant application and administration, hazard mitigation planning and project management, evacuation planning, special population planning and preparedness, Emergency Operations Center (EOC) development, enhancement, and management, and disaster response coordination. Under direction of the Fire Marshal, develop, maintain, train and exercise a comprehensive emergency management system that addresses all aspects of emergency management: mitigation, planning, response and recovery. The emergency management system must address all hazards. Work with city, county and non-government organizations to develop plans that address the needs of vulnerable populations. Ensure city plans are integrated with county, state and federal plans.

Under supervision, develops, maintains and exercises City's emergency operation plans; develops, conducts and evaluates exercises; provides training assistance to city agencies; develops plans and procedures for spontaneous and recognized volunteer organizations; maintains comprehensive emergency resource information; provides outreach and education, i.e., severe weather awareness, winter awareness, emergency preparedness awareness and heat emergency awareness; and prepares and maintains a comprehensive resource inventory system.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

- 55% A. Development and coordination of the City's Emergency Operations Plan
1. Mitigate, prepare, respond, and recover from natural or man-made emergencies/disasters
 2. Plan updates
 3. Hazard /risk analysis
 4. Develop public education programs
 5. Writing grant applications
 6. Prepare budget requests
 7. Serve as advisor to the City Government and Administration
 8. Keep the Fire Marshal apprised of the preparedness status and emergency management needs.
 9. Serve as staff advisor to the Fire Chief and Fire Marshal on emergency management matters.
 10. Development, update, and maintenance of policies, procedures, and programs to ensure citywide efficiency and effectiveness
 11. Responsible to maintain City's Continuity of Operations and Continuity of Government Programs
 12. Emergency Management Program shall be consistent with MGO 3.20
 13. Perform as necessary liaison with county and state emergency management staff and other local emergency management personnel.
- 20% B. Responsible for day-to-day operation of the EOC
1. Coordinates activation of EOC in consult with City Officials
 2. Serves as EOC Manager and participates in activities and duties related to emergency management during a local disaster, emergency, or other events.
 3. Be available to report to the Emergency Operations Center at any time.
 4. Support incident command system.
 5. Identify and recommend equipment and apparatus requirements
 6. Inventory labor and material resources (public and private sector) available in emergencies
 7. Inventory local shelter facilities/establish agreements for use
 8. Maintain constant operational readiness
 9. Coordinate damage assessments
 10. Assist with administration of the Cost Recovery Program
 11. Direct the activities of the Emergency Management Planning Staff Team.
- 15% C. Training and Education
1. Collaborate with City departments to develop, present, and evaluate emergency management drills and exercises conducted within the City
 2. Represent the City in the development of regional drills and exercises and participate in such drills
 3. Development of hazard mitigation programs
 4. Assist City departments with coordinating EOP training for appropriate staff
- 10% D. Perform other job related duties as directed by the Fire Chief or Fire Marshal

12. Primary knowledge, skills and abilities required:

Ability to interpret, apply and explain policies and procedures. Ability to gather, organize, evaluate, and analyze data. Ability to make independent judgments. Knowledge of applicable laws, rules, regulations, ordinances and codes pertaining to emergency management activities, safety procedures and standards, and hazardous materials. Ability to manage multiple projects at one time, skilled in effective time management and resource utilization, and able to adapt quickly to changing situations. Ability to prepare reports, proposals, plans and recommendations. Ability to work independently in the absence of specific instructions or supervision by following verbal and/or written instructions effectively. Ability to work both indoors and outdoors in extreme temperatures and around potential hazards.

Knowledge of administrative skills, including data analysis and accurate reporting data and information in an unbiased manner. Knowledge of database principles and practices, as well as computer and software applications as it relates to reporting and analyzing of data.

Skilled in the effective operation of office and computer equipment and various software packages, including but not limited to Word, Excel, PowerPoint, Outlook and Access. Ability to effectively communicate both orally and in writing. Ability to establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work, including employees, external agencies, other organizations, and the public. Ability to work effectively with all levels of employees and management and assist in providing solutions to projects and tasks.

13. Education, Experience, and Training:

1. Degree in Public Administration, Emergency Management, Fire Safety, or Law Enforcement
OR
2. 3 years job related experience; at least 1 year of public sector experience preferred
3. Additional relevant work experience resulting in acceptable proficiency levels in the above knowledge

14. Special tools and equipment required:

Employee must have access to a personal vehicle for city business during work hours and as needed for weekend or evening EOC responsibilities

15. Required licenses and/or registration:

Valid Driver's License

16. Physical requirements:

Standing/walking; sitting for desk/office related work; ability to use a computer for 50% of work day or more; occasional stooping, kneeling, crouching or crawling, lifting objects

17. Supervision received (level and type):

Under general supervision of the Fire Marshal.

18. Leadership Responsibilities:

- This position: is responsible for supervisory activities (Supervisory Analysis Form attached).
 has no leadership responsibility.
 provides general leadership (please provide detail under Function Statement).

19. Employee Acknowledgment:

- I prepared this form and believe that it accurately describes my position.
- I have been provided with this description of my assignment by my supervisor.
- Other comments (see attached).

EMPLOYEE

DATE

20. Supervisor Statement:

- I have prepared this form and believe that it accurately describes this position.
- I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
- I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
- I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
- Other comments (see attached).

SUPERVISOR

DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.