

EMERGENCY MANAGEMENT COORDINATOR

CLASS DESCRIPTION

General Responsibilities:

This is responsible professional work developing, overseeing and coordinating the City's comprehensive emergency management system. The work includes mitigation, preparedness, response and recovery from natural and man-made emergencies and disasters consistent with Madison General Ordinance 3.20. The work involves the development of educational programs and resources, trainings, drills and exercises. The position serves as the Emergency Operations Center (EOC) Manager and is responsible for its day-to-day operations. This position will work in collaboration with other City agencies and serves as the primary liaison with other local, county and state emergency management staff. Work is performed with a high degree of independence under the general supervision of the Fire Marshal, with staff advisory reporting to the Fire Chief.

Examples of Duties and Responsibilities:

Develop, update and coordinate the City's Emergency Operations Plan (EOP). Ensure adherence with Federal, State and Local regulations. Develop, update, and maintain policies, procedures, and programs to ensure citywide efficiency and effectiveness. Mitigate, prepare, respond, and recover from natural or man-made emergencies/disasters. Conduct hazard/risk analysis. Develop hazard mitigation programs. Maintain the City's Continuity of Operations (COOP) and Continuity of Government Programs.

Coordinate disaster response or crisis management activities, such as ordering evacuations, opening public shelters, and implementing special needs plans and programs. Coordinate other special events or programs.

Collaborate with other City agencies to develop, present, and evaluate emergency management drills and exercises conducted within the City. Assist City agencies with coordinating EOP training for appropriate staff. Represent the City in the development of regional drills and exercises, and participate in such drills.

Develop public education programs. Design and administer emergency or disaster preparedness training courses that teach people how to effectively respond to major emergencies and disasters.

Develop and maintain liaisons with other municipalities, the County, State and Federal agencies and their emergency management staff to facilitate plan development and response effort coordination. Confer and collaborate with other organizational members to accomplish work activities, and to prepare and analyze damage assessments following disasters or emergencies. Coordinate and consult with officials of schools, hospitals, and other institutions as needed in the event of a natural disaster or other emergency. Serve on emergency management related committees.

Responsible for day-to-day operation of the EOC. Maintain constant operational readiness. Coordinate activation of EOC in consult with City Officials. Serve as EOC Manager and

participate in activities and duties related to emergency management during a local disaster, emergency, or other events. Assign roles and responsibilities. Support the incident command system. Direct the activities of the Emergency Management Planning Staff Team.

Coordinate damage assessments. Assist with administration of the Cost Recovery Program.

Serve as staff advisor to the Fire Chief and Fire Marshal on emergency management matters. Keep the Fire Marshal apprised of preparedness status and emergency management needs.

Prepare budget requests. Identify and recommend equipment and apparatus requirements. Inventory labor and material resources (public and private sector) available in emergencies. Inventory local shelter facilities/establish agreements for use.

Prepare proposals or grant applications to obtain project funding. Apply for federal funding for emergency-management-related needs, and administer and report on the progress of such grants.

Prepare emergency situation status and operational progress reports. Prepare reports related to compliance matters.

Maintain knowledge of current developments in area of expertise. Attend related conferences and trainings.

Perform related work as required.

QUALIFICATIONS

Training and Experience:

Generally, positions in this classification will require:

Three years of professional emergency response/management/preparedness, disaster response/planning or public administration experience. Such experience would normally be gained after graduation from an accredited college or university with a Bachelor's Degree in emergency management, emergency communications, public safety, public policy, safety management, public administration, or a related field. A certification in emergency management may be considered as possible substitution for one (1) year of experience. Other equivalent education and/or experience will also be considered.

Specific training and experience requirements will be established at the time of recruitment.

Knowledge, Skills and Abilities:

Thorough knowledge of emergency management principles, practices, equipment, and resources. Thorough knowledge of the Federal and State laws, codes, rules, and regulations relating to the emergency management. Working knowledge of and ability to use computer software applicable to the duties of the position. Ability to identify complex problems and develop potential solutions. Ability to strategically plan. Ability to adapt to changing

situations. Ability to lead others. Ability to coordinate and allocate resources and employees. Ability to establish effective working relationships with co-workers, other department staff, external entities, and the public. Ability to work effectively with multicultural populations. Ability to work independently and with a team. Ability to communicate effectively both orally and in writing. Ability to prepare and present training, drills and exercises. Ability to create clear and concise reports. Ability to recommend purchases of related equipment. Ability to develop effective policies and procedures. Ability to maintain adequate attendance.

Special Requirement:

Possession of a valid driver's license.

Be available to report to the Emergency Operations Center at any time.

Physical Requirements:

The incumbent will be expected to physically visit sites throughout the City in order to assess potential and actual hazards. This may involve walking over various terrain, including hilly, muddy, and snowy terrain. Work may be performed in all weather conditions and around hazardous conditions.

Department/Division	Comp. Group	Range
Fire	18	11

Approved:

Erin Hillson

Human Resource Director

Date