

EMERGENCY PREPAREDNESS COORDINATOR

DEFINITION

Under the direction coordinates and maintains the City's emergency preparedness response and recovery program.

ESSENTIAL FUNCTIONS

(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class). Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS

Under general direction, develops and coordinates a comprehensive emergency/disaster preparedness and response plan to assure emergency response capabilities involving all city departments; Manages and coordinates the City's emergency services drills and exercises involving levels of city government and community resources as needed. Coordinates accurate documentation of all necessary records and reports pertaining to the Emergency Preparedness program; serves as the liaison for the City in organizing emergency services planning and education between the City and local schools, business community utilities, volunteer organizations and other governmental agencies; attends meetings and seminars to keep abreast of new developments in Emergency Preparedness. In the case of an emergency or disaster, the incumbent must be available for 24- hours a day seven days a week.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS

Knowledgeable of applicable city, county, state and Federal statutes, rules, ordinances, codes, regulations and other governing rules and regulations

Knowledgeable of organizational planning and analysis principles

Knowledgeable of customer service techniques and concepts

Knowledgeable of research, budget and grant management principles and techniques

Knowledgeable of personal computer hardware equipment and software applications

Skilled in preparing business reports, letters, plans, agreements and memorandums

Skilled in responding quickly to changing situations

Skilled in establishing and maintaining productive working relationships with both internal and external customers

Ability to effectively communicate verbally and in writing in English with all levels of staff

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Work is performed in an office environment but requires working outdoors when conducting emergency drills. Work may require frequent standing, walking, bending, and lifting up to 20 pounds. Incumbents in this classification may be exposed to repetitive motion and vision to monitor. In the event of an emergency/disaster, incumbents must be able to work indoors and outdoors under adverse conditions for an extended period of time.

EMERGENCY PREPAREDNESS COORDINATOR

QUALIFICATIONS

Bachelors degree from an accredited four-year college or university **AND** two years experience organizing events involving public speaking and crowd management **OR** five years or more experience organizing events involving public speaking and crowd management.