EMERGENCY PREPAREDNESS COORDINATOR

DEFINITION
Under the direction of the Emergency Services Manager 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 tasks.

TASKS:
- Assists in the development and implementation of the City’s emergency/disaster preparedness and response plan involving all city departments;
- Coordinates and organizes the City’s emergency services drills and exercises involving levels of city government and community resources as needed.
- Documents 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.
- Manages divisions social media to provide the community with pertinent information as necessary;
- In the case of an emergency or disaster, must be available for 24-hours a day seven days a week.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:
- Knowledgeable of ICS, NIMS and EOC systems, practices and concepts; applicable city, county, state and Federal statutes, rules, ordinances, codes, regulations and other governing rules and regulations, organizational planning and analysis principles, customer service techniques and concepts, and of research, budget and grant management principles and techniques
- Skilled in preparing business reports, letters, plans, agreements and memorandums, responding quickly to changing situations, and 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 independently and in a team environment to effectively manage emergencies and disasters as necessary, to be relied upon at the critical time.
- Proficient in the use of a computer, and electronic equipment and software applications to perform essential job functions;

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.

QUALIFICATIONS:
Associates Degree in Emergency Services, Homeland Security or related field AND one year or more of progressively responsible experience utilizing ICS, NIMS and EOC systems, organizing events involving public speaking and crowd management OR five years or more experience organizing events involving public speaking and crowd management.

1/2009