



DATE	March 2009
JOB CODE	
FLSA	EXEMPT
EEO	

JOB TITLE: Emergency Management Coordinator
DEPARTMENT/DIVISION: Fire/Support Services
REPORTS TO: Executive Director of Public Safety

SUMMARY: Coordinate and manage the emergency preparedness program for the City of Carrollton; maintain the Emergency Plan and annexes to meet and conform to federal, state and local laws; serve as the coordinator for the Regional Disaster Resource Assistance Plan; coordinate other assigned activities with City departments and personnel, outside agencies and the general public.

ESSENTIAL JOB FUNCTIONS:

- Participate in the development and implementation of emergency management goals, objectives and priorities.
- Coordinate local emergency planning, emergency preparedness programs and provide information and training to the general public, city officials, city staff, schools, medical facilities, civic groups and other outside agencies.
- Update and maintain the Emergency Operations Plans (EOP) for the city of Carrollton; review policies and programs to ensure conformance with federal, state and local laws.
- Responsible for maintenance of EOP, supplies, directories, call list, reference material, etc in the EOC.
- Maintain an up to date survey of existing personnel, equipment, supplies and services that could be used during an emergency.
- Ability to communicate and make presentations to all levels of city management and community leaders.
- Coordinate the development and execution of a public information program to keep all residents informed as to the disaster preparedness activities of the City, and of the actions which would be expected of residents if local plans were implemented; develop and conduct comprehensive emergency preparedness planning assistance and public information programs with schools, private industry and interested citizens groups.
- Respond to and assist with emergency management activities in the EOC or Emergency Communication Center as required by the Fire Chief.
- Design, coordinate and assist in directing annual emergency drills for the City; establish interdepartmental committees to participate in planning and implementation of drills; coordinate with outside agencies and private industry in exercise planning and participation.

- Prepare and/or assist in the development/revisions of mutual aid, automatic aid, memorandums of understanding, and city ordinances concerning emergency management.
- Direct and participate in emergency preparedness training programs; obtain membership, attend meetings and participate in approved professional associations; keep informed of relevant new innovations, laws and procedures and attend instructional classes and seminars for Emergency Management.
- Act as grant administrator for the Fire Department, responsible for grant applications, communications with grantor, adherence to grant conditions and status reporting.
- Identify opportunities for improving work methods and procedures; review with appropriate management staff; implement improvements.
- Maintain resource library of pertinent reference materials.
- Draft and submit monthly and annual activity reports as required by agencies at the local, county, state and federal levels.
- Use department computer equipment to review records, make presentations, inquire about activities and input various data; set up computer programs and maintain files.
- Serve as Department liaison with private and volunteer agencies (LEPC, Red Cross, Salvation Army, RACES, etc) regarding emergency management activities.
- Perform Emergency Management duties for other jurisdiction, on a contract basis.
- Perform other duties as assigned by the Fire Chief/Emergency Management Coordinator.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of Incident Command Systems (ICS), National Response Plan (NRP) and the National Incident Management System (NIMS)
- Knowledge of federal, state and local laws, codes and regulations, particularly with regard to emergency preparedness planning
- Knowledge of and the four phases of Emergency Management (mitigation, preparedness, response and recovery)
- Knowledge of Emergency Management principles
- Knowledge of Geographical Information Systems
- Knowledge of organization and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Knowledge of safe work practices and procedures
- Knowledge of principles and procedures of record keeping
- Knowledge of business letter writing and report preparation
- Knowledge of computer presentations
- Skill in personal computers, related equipment and software
- Skill in coordinating and negotiating with various disciplines within the city, county, state, federal and private industries
- Skill in communicating verbally and in writing

- Skill in planning operations involving the activities of others
- Ability to tactfully respond to requests and inquiries from the general public.
- Ability to work under stress and use good judgment.
- Ability to Allocate limited resources in a cost effective manner.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Ability to prepare clear and concise reports.
- Ability to establish and maintain cooperative working relationships with those contacted in the course of work including City and other government officials, community groups, the general public and media representatives.
- Ability to interpret and apply federal, state and local policies, procedures, laws and regulations.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in emergency planning, management, public administration, criminal justice or related field.
- Two years professional level emergency management or related experience in municipal or state government is preferred. Professional level work experience may substitute for bachelor degree requirement. One year of professional level work experience may be substituted for each year of required education, up to a maximum substitution of four years. A High School Diploma or GED is required when substituting professional level work experience for the Bachelor degree requirement.
- Possession of a valid Class C Texas driver's license.
- Must be able to obtain a Certified Emergency Manager (CEM) certification from the International Association of Emergency Managers (IAEM) within 24 months of hire date.
- Must be able to obtain an FCC Amateur Radio Operator License within 12 months of hire date.

WORKING CONDITIONS:

- Operating assigned equipment
- Sitting, standing and walking for extended periods of time bending, squatting, kneeling, balancing and working in temperature extremes and hazardous weather conditions
- Occasionally lifting and carrying objects weighing up to 50 lbs.