

<b>DATE</b>	February 2023
<b>JOB CODE</b>	
<b>FLSA</b>	NON-EXEMPT
<b>EEO</b>	



JOB TITLE: Emergency Management Specialist  
 DEPARTMENT/DIVISION: Office of Emergency Management  
 REPORTS TO: Emergency Management Coordinator

**SUMMARY:** Under general supervision of the Emergency Management Coordinator (EMC), assist with coordination and implementation of the City's all-hazard Emergency Management Program, supporting activities through all phases of emergency management: prevention, mitigation, preparedness, response, and recovery. Take lead in managing the Carrollton Disaster Response Alliance (CDRA), the City's whole-community disaster response initiative. Keep current on emergency management policies, laws, and practices by attending meetings, workshops, and conferences. Assist with activities of the Emergency Operations Center when activated. Assist with and take ownership of managing OEM's GIS tools. Assist EMC in maintaining: Emergency Operations Plan, Hazard Mitigation Plan, and other applicable plans and assessments, to keep documents current and in compliance with the National Incident Management System (NIMS) and state policies. Perform other related work as required.

**ESSENTIAL JOB FUNCTIONS:**

- Work with EMC to manage and implement the comprehensive emergency management program for the City of Carrollton.
- Work with the EMC to research, develop, write, evaluate, and maintain emergency management plans and annexes; ensure compliance with all State and Federal regulations.
- Work collaboratively with OEM staff and city departments to develop systems, processes, and procedures to support emergency management functions.
- Lead the management of the Carrollton Disaster Response Alliance (CDRA) program to engage and leverage the many groups and organizations residing in Carrollton that wish to help their community during a disaster.
- Monitor potential emergencies to include but not limited to severe weather; initiate emergency alert notifications, activate EOC, and act as the EOC manager until relieved.
- Assists in planning and coordinating disaster response operations required for damage assessments, sheltering, volunteer and donations management, evacuation, or other emergency related activities.
- Assists in planning disaster recovery efforts.
- Conducts public education presentations and attends local events to deliver information.

- Assist with and take ownership of managing OEM's GIS tools to include but not limited to electronic damage assessment forms, information dashboards, and the City's electronic Hazard Vulnerability Analysis (HVA).
- Assists EMC with Amateur Radio Club functions.
- Coordinates grant programs, including but not limited to Urban Area Security Initiative (UASI) and State Homeland Security Program (SHSP); prepares grant budget for the fiscal year; works with the EMC to expend grant funds in accordance with the budget; prepares and submits financial reports for reimbursement of expended funds.
- Manage inventory of equipment and maintain accurate records of all grant or general funded purchases.
- Assist with planning and executing trainings and emergency exercises (tabletop, functional, and full scale).
- Manage the master resource list, the Emergency Notification List, and Outlook groups.
- Assist EMC with managing the City's CarrolltonALERT mass notification system and internal Everbridge system for City departments.
- Attend training courses to further education in emergency management.
- Assist EMC in updating department social media sites and the City's Emergency Management webpage.
- Serve on a rotational on-call basis to activate EOC 24/7/365 as required by emergency and/or disaster situations that may require emergency management assistance.
- Provide technical support to ensure the EOC remains in a constant state of operational readiness, including equipment and technology.
- Complete special projects and other duties as assigned.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Passion for preparing for, responding to, and recovering from disasters.
- Ability and desire to quickly learn and engage in significant emergency management programs and initiatives, often with a leadership role in a professional environment.
- Knowledge or willingness to learn Geographical Information Systems (GIS)
- Proven project and program management ability.
- Creative problem solver and ability to make decisions.
- Basic knowledge of emergency management principles and practices, the Incident Command Systems (ICS,) the National Incident Management System (NIMS), and federal, state, and local laws pertaining to emergency management.
- Ability to establish and maintain effective working relationships with City staff, public officials, volunteers, media representatives, and the general public.
- Ability to multi-task, organize, prioritize, adapt to constantly changing situations and effectively take appropriate action.
- Ability to communicate in a clear, concise, and effective manner, both verbally and in writing.

- Ability to analyze and compile data and other information for reports.
- Self-disciplined and self-motivated to work alone and with others; ability to exercise sound judgment in safeguarding confidential or sensitive information.
- Ability to maintain emotional control and work effectively during emergencies, crisis situations, or extremely stressful situations.
- Advanced proficiency level utilizing Microsoft Office applications including Excel, PowerPoint, Access, Publisher, Word, and Outlook, WebEOC, and the ability to learn other apps or platforms quickly.

**MINIMUM QUALIFICATIONS:**

- A bachelor's degree in emergency management or a related field.
- A minimum of 1 year of full-time emergency management experience. Internships and or volunteer experience in lieu of full-time employment will be considered.
- Certification in Geographic Information Systems (GIS) or willingness and ability to learn and achieve a commiserate level of proficiency.
- Must qualify for and maintain compliance with Criminal Justice Information Systems access requirements.
- Possession of a valid Class C Texas driver's license.

**WORKING CONDITIONS:**

- Position is located in an office environment with little or no exposure to environmental conditions on a regular basis. Health and safety hazards are minimal. Protective equipment relative to current outdoor conditions will be required when responding to a disaster scene. Fine dexterity, sitting, talking, hearing, and vision are constantly used. Occasionally, walking, standing, reaching, handling, lifting, and carrying.

**CONDITIONS OF EMPLOYMENT:**

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.