

Uintah County

Job Description



Title:	Emergency Management Coordinator	Code:	414
Division:	Emergency Management	Effective Date:	3/07
Department:	Commission	Last Revised:	3/07
FLSA Cat:	Non-Exempt	Pay Grade:	24

GENERAL PURPOSE

Performs a variety of **administrative and technical duties** related to planning, organizing and coordinating the development, implementation and conducting emergency management operations.

SUPERVISION RECEIVED

Works under the general supervision of the Board of County Commissioners.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Communicates with the private sector and public officials from all levels of government during emergency management planning, training, and response and recovery; may make statements to the media regarding response and recovery for an emergency or disaster. Plans, develops, and implements emergency management programs and related initiatives for Uintah County, in accordance with State and National emergency preparedness requirements and standards. Analyzes, develops and coordinates emergency preparedness programs.

Establishes liaison with city, county, state, federal and private agencies such as FEMA, State Emergency Services, County Emergency Services, and School Districts.

Ensures successful development and implementation of emergency management by influencing managers and employees and aligning roles and its responsibilities of departments with Strategic objectives.

Coordinates periodic drills of emergency plans including mock disasters, systems failures, toxic chemical releases and evacuations, communication interruptions, activation of the emergency operations center and use of the emergency broadcast system.

Identifies types of training necessary for employees and coordinates its presentation with individual departments. Such training may include safety of damaged structures, first aid, use of emergency communications systems, first-response assignments and developing an employee skills bank.

Procures grants and maintains grant records, training records, schedules meetings and creates agendas, and assists in budgeting procedures.

Develops a multi-agency approach and coordination of planning & training and provision of emergency services.

Negotiates inter-local disaster assistance agreements with other governments.

Catalogs availability of materials, technical support and emergency services.

Works with FEMA, the American Red Cross, and community service organizations for post-disaster support and assistance.

Coordinates area-wide evacuation plans with fire, police and other agencies. May respond to emergencies as an observer and communications coordinator. Prepares reports, makes public presentations, and keeps current on disaster management and recovery methods.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from high school, plus, two (2) years of directly related experience in emergency management or operations including disaster or emergency management which includes public sector preparation and response;

AND

B. Four (4) years of responsible experience performing above or related duties;

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills and Abilities:

Working knowledge of current practices and trends in emergency management and a working knowledge of local, state, and federal emergency management policies and programs; interpersonal communication skills; the use of a variety of technical engineering equipment; political, legal and governmental processes affecting various encroachment issues, ordinances and guidelines.

Considerable skill in the art of diplomacy and cooperative problem solving.

Ability to influence key staff and maintain effective Organizational change programs; ability to analyze emergency operations, make appropriate recommendations, develop plans, training programs, periodic drills, and appropriate training systems. communicate effectively verbally and in writing; read and interpret plans and specifications; visualize completed projects in planning stages and estimate the end results; estimate quantity of materials accurately; perform advanced mathematical calculations; establish and maintain effective working relationships with elected officials, department heads, and officials of other jurisdictions.

3. Special Qualifications:

Preference in recruitment given to candidates possessing a valid CEM certification issued by the National Coordinating Council on Emergency Management.
Must possess a valid Utah Drivers license.

4. Work Environment:

Incumbent works in an administrative/office environment, utilizing computers, copiers, printers, telephones, faxes and other office equipment. Incumbent may be required to occasionally lift, push, pull, or carry (short distances) up to fifty (50) pounds. Incumbent may sit or stand for long periods of time; position may require occasional bending and/or reaching.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)