

Taylorville City

Job Description

Title:	Emergency Response Coordinator	Code:
Department:	Administration	Effective Date:
FLSA Status:	Non-Exempt	Last Revised: 11/12/13

SUPERVISION RECEIVED

Works under the supervision of the City Administrator.

ESSENTIAL FUNCTIONS

Under the direction of the City Administrator, performs professional emergency preparedness and emergency response planning functions to ensure compliance with federal and state emergency planning regulations and guidelines. As a tested decision-maker, accustomed to handling emergency situations, the coordinator must be able to direct city resources to areas of emerging and changing needs. The coordinator will liaison with local resources such as Unified Fire Authority, the Red Cross, Unified Police Department, church affiliates, and community counseling groups as well emergency managers from other jurisdictions that may need resources, or may be able to direct their respective resources in emergency situations.

The Emergency Response Coordinator will ensure that City employees are cross-trained in emergency management protocols and that in a crisis, City volunteers and employees are appropriately assigned to specific roles and responsibilities in order to appropriately mitigate the crisis. The coordinator must possess the ability to take control of the City's emergency response efforts amid chaos and competing demands for service and assets.

SPEICIF JOB DUTIES

1. Responsible for the development and management of the City of Taylorville's Emergency Management Plan, Emergency Operations Procedures and Policies.
2. Direct the Emergency Management Volunteers and assure that all volunteers are
 - a. Properly Trained;
 - b. Appropriately Credentialed; and
 - c. Involved and experienced with training exercises
3. Write and administer Emergency Management Grants and associated budgets.
4. Responsible for the acquisition, tracking and maintenance of all Emergency Management equipment.
5. Develop and update all City Emergency Plans, Procedures and Polices.
6. Conduct all Emergency Preparedness efforts with City businesses, schools, faith based organizations, apartment complexes, other governmental agencies and Voluntary Organizations Active in Disaster (VOADS).
7. Stage, equip and manage the activation of the Emergency Operations Center for exercises and incidents.
8. Conduct periodic Hazard and Risk Analysis of the City and Develop Mitigation Proposals and Projects.
9. Represent the City of Taylorville in all Emergency Management local, county regional and state meetings.

Performs related duties as required.

MINIMUM QUALIFICATIONS

Education, Skills and Experience:

Basic knowledge of Microsoft Office programs and applications including Word and Excel.

Excellent communication/customer service skills.

Supervisory Experience, interpersonal skills to successfully motivate, manage and train volunteers.

Bachelor's degree or three (3) years of work experience in the Emergency Management field, or equivalent combination of education and experience.

Experience with, and knowledge of WebEOC is preferred.

FEMA EMI Professional Development Certificate.

FEMA EMI Advanced Professional Development Series Certificate.

Quality control - demonstrates accuracy and thoroughness, monitors own work to ensure quality and applies feedback to improve performance.

Quantity - meets productivity standards and completes work in a timely manner.

Adaptability - adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.

Dependability - is consistently at work and on time, responds to administrative direction and solicits feedback to improve performance.

Performs other duties as assigned.

4. Work Environment:

Incumbent of the position generally performs tasks in an office environment. The incumbent is required to be available at all times to respond to weekend or after-hours indicates. During a crisis or exercise, the incumbent may be exposed to weather conditions, stress as a result of human behavior, and frequent deadlines. Working conditions may require a variety of physical activities related to sitting, talking, hearing, and seeing. Driving, standing, walking, climbing, balancing, stooping, kneeling, crawling, pushing, pulling, feeling, reaching, lifting, grasping, twisting above the waist, bending at the waist, repetitive hand and arm motion, and fine finger manipulation in the use of a computer. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and some creative problem solving. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



DISCLAIMER: The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities, requirements or knowledge, skills & abilities. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I _____ have reviewed the job description. Date: _____