

# Taylorville City

## Job Description

<b>Title:</b>	Emergency Response Coordinator	<b>Code:</b>
<b>Department:</b>	Administration	<b>Effective Date:</b>
<b>FLSA Status:</b>	Non-Exempt	<b>Last Revised: 09/04/08</b>

### SUPERVISION RECEIVED

Works under the supervision of the City Administrator.

### ESSENTIAL FUNCTIONS

The coordinator should be a tested decision-maker, accustomed to handling emergency situations. The coordinator will liaison with local resources such as the fire department, the Red Cross, the police department, church affiliates, and community counseling groups as well as City/Police Department representative responsible for emergency planning, while networking with other commercial and public institutions.

The Emergency Response Coordinator will ensure that the usual departmental boundaries do not impede a smooth response to a disaster. In a crisis, a reconfiguration of the usual lines of authority may be necessary. The coordinator must possess the ability to take control of chaos and his/her authority must take precedence during an emergency response or disaster recovery.

Ability to define problems and resolve them quickly. Familiar with all current health and safety regulations. Must be a self-starter who can work well with people at all levels.

Performs related duties as required.

### MINIMUM QUALIFICATIONS

Education and Experience:

One year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience. Specific Skills:

Excellent communication/customer service skills.

Ability to handle multiple tasks.

Ability to read and interpret documents such as safety roles, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of citizens or employees.

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

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 performs tasks that require 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. Enter crawl spaces, exertion of force. 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: \_\_\_\_\_