

Emergency Management Coordinator

Dept/Div: Emergency Services/N/A

FLSA Status: Exempt

General Definition of Work

Performs difficult technical work developing, coordinating and implementing the emergency management program, developing policies and procedures, administering grant funding, coordinating activities with emergency service providers, volunteer agencies and law enforcement agencies, and related work as apparent or assigned. Work is performed under the general direction of the County Administrator.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Serves as the County's Hazardous Materials Coordinator and responds to incidents; conducts all hazards risk assessment planning; assists the Incident Commander as needed.

Develops, maintains and updates the Emergency Operations Plan (EOP) in accordance with State and Federal guidelines; develops new policies and procedures as needed.

Oversees the operation of the County's Emergency Operations Center in preparation for and during disasters; oversees and conducts readiness assessments.

Attends meetings and training as required to maintain certifications.

Prepares, administers, and maintains the departmental budget; monitors and approves expenditures; prepares reports and records; maintains files.

Provides information and makes recommendations to County Management and elected officials during disasters.

Serves as the County liaison with volunteer fire, rescue and law enforcement agencies; represents the County on various regional committees.

Responds to emergency scenes and assists the Incident Commander as needed.

Prepares, manages and administers emergency management related grants.

Maintains assigned emergency service vehicles.

Responds to requests for information, such as 911 addresses, FOIA, etc.

Coordinates budget requests and associated disbursements to external emergency service organizations.

Prepares reports; maintains files and records.

Provides technical guidance to fire departments, rescue squads and other emergency responders.

Knowledge, Skills and Abilities

Thorough knowledge of the policies, procedures and activities of the County and department practices as they pertain to emergency services; thorough knowledge of the practices, procedures, standards and regulations relating to emergency management coordination; thorough knowledge of radio and telephone communications systems, their operations and implementations into emergency services; thorough knowledge of and in the use of standard office equipment and general knowledge of and in the use of associated software (e.g. Virginia Fire Incident Reporting, Virginia EMS Patient Care Reporting; etc.) thorough knowledge of the operation of the fire, sheriff and communication departments; ability to comprehend, interpret and apply regulations, procedures and related information; ability to communicate effectively in both oral and written forms; ability to write detailed reports and prepare plans; ability to make arithmetic computations; ability to compute rates, ratios and percentages; ability to understand and apply governmental accounting practices in maintenance of financial records; ability to apply matchal ch deductions to chemical applications and medication administration; ability to troubleshoot and resolve emergency situations; ability to establish and maintain effective working relationships with outside agency representatives, associates and the general public.

Emergency Management Coordinator

Education and Experience

Bachelor's degree with coursework in fire science, emergency management, or related field and moderate experience in emergency service planning and management, or equivalent combination of education and experience.

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires standing, walking, sitting, speaking or hearing, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling, lifting and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to outdoor weather conditions, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to the risk of electrical shock, working with explosives, exposure to vibration, wearing a self-contained breathing apparatus, exposure to blood borne pathogens and may be required to wear specialized personal protective equipment, Confine Spaces, Fires and Emergency Incidents; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

Special Requirements

Obtain Fire Fighter Level II and Hazardous Materials Operations, NIMS 100, 200, 300, 400, 700, 800 and ICS 400 certifications within two years of employment.

Valid driver's license in the Commonwealth of Virginia.

Due to necessity of rapid response for emergencies, this position requires that the coordinator reside in Wythe County within six (6) months of employment in this position.