



July 2021  
FLSA: Non-Exempt

## EMERGENCY OPERATIONS COORDINATOR

### **DEFINITION**

This position serves to support and build capacity in the Town's emergency management department. As assigned, this role responds to the EOC during emergencies and determines the need for additional assistance and resources.

### **SUPERVISION RECEIVED AND EXERCISED**

This role works within several departments, under the management of the Recovery & Economic Development Director. As assigned, this role may represent the Town in local and regional meetings as emergency support personnel. Exercises no direct supervision of internal staff.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Participates in the Town's ongoing Emergency Planning Team;
- Assists in the development and implementation of the Town's Emergency Operations Plan (EOP); revises regularly;
- Assists in the development of policy to support the Town's EOP, emergency needs, and disaster response;
- Assists in the development of the Emergency Operations Training Plan and EOC assignments for Town staff and elected officials;
- Assists in the development and coordination of drills, tabletop and full-scale exercises for all EOC staff and cooperating agencies;
- Ensures compliance with NIMS and SEMS requirement;
- Assists in efforts to coordinate the Town's emergency response within the region and Northern California, as directed in the EOP;
- Assists with implementing After Action Reports and Corrective Action Plans;
- Participates in Town EOC activations as assigned by the Disaster Recovery Director or Town Manager
- Supports the development of other emergency-related and EOC-required documents to ensure the Town is maintaining appropriate records;
- As assigned, liaises with other emergency management personnel in local and regional cooperating agencies to maintain relations, shared awareness, and plans;
- Other duties as assigned.
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas.
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.
- May provide technical direction and training to other staff.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

Modern principles and practices of emergency management including Incident Command System (ICS), California Standardized Emergency Management System (SEMS), National Incident Management System (NIMS) and Homeland Security Exercise and Evaluation Program (HSEEP).

### **Ability to:**

- Manage and conduct projects, analyze complex problems, evaluate alternatives, make sound recommendations, and prepare effective training documents.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations, technical written material, and Town policies and procedures.
- Prepare and present clear, concise, and logical written and oral reports, correspondence, policies, procedures, legal descriptions, and other written materials.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the Town in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Perform effectively and safely under emergency conditions.

### **Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Six years, full-time experience in emergency management, two of which must have been in an Emergency Operations Center. Desired Qualifications: College degree in emergency management or related field. Qualified ICS 100, 200, 300 & 400 Instructor. Completion of ICS 100, 200, 300, 400 and FEMA Independent Study 700 and 800.

### **Licenses and Certifications:**

Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.

## **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment. This is primarily a sedentary office classification although standing and walking between work areas and to conduct inspections may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file

information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

**ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.