



EMERGENCY MANAGEMENT COORDINATOR JOB DESCRIPTION

Job Title: **Emergency Management Coordinator**

Pay Grade: **119**

FLSA: **Non-Exempt**

Job Code: **OB112C-REV**

Effective Date: **October 2007**

Revision Date: **March 2022**

NATURE OF WORK

Under general supervision, this position performs a variety of technical, administrative, and professional work in support of the Emergency Management Division of Lewis County Public Works. This position plans and coordinates emergency management functions for Lewis County, assists with administering the Lewis County's Comprehensive Emergency Management Plan; delivers emergency response training and public education activities; and performs other related duties as assigned.

ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Responds to the Emergency Operations Center (EOC) as directed, to assist in disaster coordination.
- Acts as Duty Officer to respond to Division of Emergency Management responsibilities during regular and non-business hours.
- Assists with developing planning strategies, prioritizing, and administering local emergency management plans and programs in coordination with State and Federal agencies and the private sector.
- Assists with and leads various emergency response activities, including but not limited to activation of the Emergency Operations Center (EOC) for a multitude of disasters.
- Establishes and maintains effective and cooperative working relationships within the department, as well as with the state and local governmental agencies, non-governmental organization (NGO), private sector and general public.
- Develops, disseminates, and maintains emergency communications materials for both public and County employees.
- Assists in maintaining and updating communications including: e-mail lists, social media, newsletters, web site, and other external communications. Prepares and maintains a variety of departmental records, reports, and documentation.
- Performs other duties as assigned including managing special projects, attending operational area meetings and conferences, developing educational material to present to business, professional and community groups, providing backup for other staff, participating in training, etc.
- Performs administrative duties for the department, including preparing and distributing correspondence, preparing/typing plans, procedures and reports; taking meeting minutes; and maintaining records.
- Maintains and updates equipment and personnel resource databases, and emergency notification lists, including phone numbers, addresses, personnel changes, and email addresses.
- Assists with general office duties including front-desk reception, customer service and greeting visitors; and assist with clerical duties including records maintenance, and general correspondence.
- Conducts regular and required emergency communications tests and troubleshoot communications equipment in the EOC.
- Responsible for implementing and maintaining training programs for local response agencies throughout the County.

- Responsible for coordinating and implementing volunteer programs to include CERT, HAM Radio, and volunteer emergency workers to include maintaining a database to track all search and training missions in the County.
- Coordinates and executes emergency responder training courses; maintains database of personnel trained.
- Assists in the development of division plans and goals; attend meetings as scheduled.
- Assists in sustaining EOC operational readiness and scheduling the use of the EOC for meetings.
- Provides administrative support to the Emergency Management Council (EMC) along with other associated groups such as Local Emergency Planning Committee (LEPC).
- Manages Tier II reporting program as outlined by SARA Title III – Community Right to Know Act.
- Develops, disseminates, and maintains emergency communications materials for both public and county employees.
- Develops and maintains inventory of emergency management equipment and resources.
- Coordinates with local and regional partners to provide the State and Federal government with data pertaining to Homeland Security and other grants expenditures.
- Performs all necessary administrative tasks associated with grants management, to include; research, analysis, preparation of reports, meeting materials, and presentations.

WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed mostly in a standard office environment; subject to sitting and standing for extended periods of time, walking, and lifting of objects up to 20 pounds. On occasion, the work will be in the field and the employee shall be prepared for inclement weather conditions and may be exposed to physically hazardous situations, personal danger and biohazardous materials while assisting with emergencies.

This position has a variety of physical requirements of varying degrees based on numerous differing work circumstances. Required physical activities during those times are running, jumping, twisting, balancing, climbing, crawling, kneeling, bending, stooping, crouching, reaching, lifting, carrying, dragging, throwing, pushing/pulling both objects and people

ESSENTIAL WORKER DEMANDS

This position is considered essential during disasters and other emergencies. As an essential employee, the expectation is to continue to work during an emergency and/or administrative closure unless specifically directed by their department, or by civil emergency or medical authorities, not to report to work. This position may be required to report for an unscheduled shift, reschedule vacation leave and/or work more than their regularly scheduled hours during an emergency and/or administrative closure. In addition, an essential employee must:

- Maintain updated emergency contact information and primary work location in; AND
- Discuss alternative work arrangements with their supervisor in advance of an emergency; AND
- Understand work assignments that must be completed during an emergency and/or administrative closure; AND
- Comply with all required health and safety training and requirements prior to returning to work and each day you work on-site; AND
- Continue to work during emergency and/or administrative closures whether on-site, at another designated location, or off-site based on their designated Emergency Essential role; AND
- Work under deadline requirements and in times of severe emergency or disaster be prepared to work more than twelve (12) hours straight and in excess of forty (40) hours per week including nights, weekends, and holidays.

EMPLOYMENT STANDARDS:

- Associate's degree or higher from an accredited college or university with a major in Emergency Management, Public Safety, Public Administration or a related field; and two (2) years of progressive work experience in emergency management, disaster planning, and business continuity.
- Must possess and maintain a valid Washington State Driver's License.
- Provide certificates of completion in FEMA courses IS 100, IS 200, IS 700 and IS 800.

KNOWLEDGE AND SKILLS:

Knowledge of:

- Lewis County organization, operations, policies and procedures.
- Federal, state, and local laws, regulations, and standards related to disaster responses and recovery.
- Familiar with Homeland Security directives from the State and Federal government.
- State and federal regulations and standards governing emergency preparedness and response activities, including Washington State Division of Emergency Management and Federal Emergency Management Agency (FEMA).
- Principles, practices, and procedures of emergency management.
- Emergency management plans, policies, and procedures.
- Department of Homeland Security directives and FEMA requirements.
- Emergency response exercises and training.
- Lewis County's Comprehensive Emergency Management Plan (CEMP) in accordance with State Emergency Management Plan and Revised Code of Washington (RCW) requirements.
- Develop and maintain a general understanding of the regulations and other information that relate to the functions and services of the department.

Skills in:

- Managing and coordinating the County's emergency management functions.
- Monitoring and maintaining compliance with regulations governing emergency management activities.
- Developing emergency management plans and emergency response training courses.
- Ability to establish, maintain and foster effective working relationships with County employees, outside agencies, and community organizations, and the public.
- Communicating effectively to express ideas and convey complex information, both verbally and in writing with co-workers, the public, and a variety of agencies including officials.
- Providing public education in community settings.
- Skilled in the effective operation of office and computer equipment and various software packages, including , but not limited to Word, Excel, Power Point, Outlook, and Access.
- Analyze and interpret complex information and situations quickly and objectively; determine a proper course of action.
- Use effective communication and interpersonal skills to inform, educate, persuade, motivate, gain concurrence and agreement, resolve conflict and/or develop alternatives.
- Ability to lead and direct volunteers during emergency management activities, relay appropriate information and provide effective training.
- Ability to function and maintain control during stressful situations and in multi-task environment of emergency management duties.
- Ability to exercise discretion over sensitive and confidential issues related to the department and its business.
- Ability to handle job stress and interact effectively with others in the workplace.