



Title: Emergency Management Coordinator

FLSA STATUS: Exempt from overtime under Fair Labor Standards Act (FLSA).

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from Deputy Chief.

This classification does not supervise on a regular basis but may be asked to occasionally supervise and/or perform lead functions over volunteers, interns, temporary or seasonal employees.

MINIMUM QUALIFICATIONS

- **Education:** Bachelor's degree with preference to degree in Emergency Preparedness, related field or equivalent.
- **Experience:** Minimum of three years related experience. Requires broad knowledge of complex systems and procedures.
- **Licenses/Certifications/Special Requirements:** Certified Emergency Manager upon hire. Valid AZ Drivers License upon hire.

PREFERRED/DESIRABLE QUALIFICATION(s):

- Experience in a municipal or government setting.

JOB SUMMARY

The purpose of this position is to coordinate citywide emergency response plans and to act as an emergency liaison for the City. Oversees the development of emergency preparedness plans; provides citywide emergency preparedness training and hazard mitigation; collaborates with departments, local, state, and federal jurisdictions; serves on committees; attends meetings; assists with budget and grant funding requests. Schedules and coordinates regular fire drills/evacuations and active incident drills for all City facilities. Conducts monthly fire extinguisher inspections for all City facility fire extinguishers. On call 24 hours a day, seven days a week.



ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Conducts extensive field investigations involving varied environmental conditions and terrain. Photographs physical conditions and collects evidence necessary to preserve claim information. Responds to emergency calls to investigate and assess risk and/or liability. Assists with the processing of liability claims.
2	Schedules and coordinates regular fire drills/evacuations and active incident drills for all City facilities. Conducts monthly fire extinguisher inspections for all City facility fire extinguishers.
3	Develops, coordinates, and implements emergency management programs to ensure preparedness for potential emergencies and to mitigate health, safety, and security risks for the City.
4	Facilitates training to staff and the public on emergency preparedness programs and initiatives; coordinates and assists with exercises; documents appropriate processes; maintains compliance information and records; assists with emergency notification programs and technology.
5	Attends state, local, and regional meetings; participates on committees; provides assistance to staff and departmental representatives; conducts research; interprets and applies federal, state, and local policies, laws, and regulations.
6	Maintains documentation; creates and maintains reports; assists with budget and grant funding requests; adjusts written emergency plans as appropriate.



PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with “X”				
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.				
Sedentary	Light	Medium	X	Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.		Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.

Work Environment for this position is indicated below with “X”			
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.			
Office	X	Outdoors	Vehicle
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.		Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers, printers, fax / scanner / copier, and related software, vehicle, digital camera.

PROTECTIVE EQUIPMENT REQUIRED:

Protective eyewear, gloves, hard hat, safety vest, safety footwear.