

# Deputy Emergency Management Coordinator



## Position Description

### Status

Full-time, Nonexempt

### Compensation

B24

### Bargaining Unit

Non-bargaining

### Summary

Coordinates the development of emergency site plans for specific sites identified by the Michigan Department of Natural Resources under the Sara Title III, Tier II program. Assists the Emergency Management Coordinator with the preparation of emergency response plans, policies, procedures, annual budget and trainings for the community.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Researches and writes Facility Site Safety Plans for business that carry or house hazardous substances and after completion, report the outcome(s) to all necessary agencies and commissions.
2. Responsible for the data entry, record retrieval, information collecting, filing, and managing FOIA requests related to Site Safety Plans.
3. Assist the Emergency Management Coordinator on disaster response planning, emergency equipment purchasing, facilities management, public outreach speaking, teaching, and attend meetings.
4. Support the delivery of the Health and Safety and business continuity work programs to help ensure compliance with the Council's statutory responsibilities.
5. Assist with the coordination, monitoring, development, and review of plans, policies, and procedures.
6. Provide high quality administrative and practical support in delivering the emergency planning, health and safety, and business continuity agendas.
7. Assist the Emergency Management Coordinator with monitoring potential threats, analyzing situations, and developing and maintaining contingency plans.

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8. Maintain and keep updated emergency planning, health and safety, and business continuity plans and documentation as well as accurate records of staff training and exercises.
9. Assists the Emergency Management Coordinator with development of the annual budget for the various financial activities including operating revenue and expenses along with capital expenses.

## **Competencies**

Competencies are listed below.

- Customer Focus
- Teamwork
- Employee Engagement
- Process Focus
- Financial Resources
- Goal/Results Oriented
- Communication
- Leadership & Influence
- Decision Making & Judgement
- Analysis & Problem Solving

## **Supervisory Responsibility**

This position does not have direct supervisory responsibilities.

## **Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets.

## **Physical Demands**

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.

While performing the duties of this job, the employee is regularly required to express oneself and exchange information both verbally and in writing. The employee is frequently required to move about the office environment; operate a computer and other office machinery; and move or transport files or other items to meetings and other office spaces. This is largely a sedentary role; however, some filing is required. The ability to open filing cabinets and bend or stand on a stool as necessary is required.

## **Travel**

Travel is required throughout the County and occasionally the State.

## **Required Education and Experience**

1. Bachelor's Degree in Emergency Management, Homeland Security, Law Enforcement, Criminal Justice, or related field.
2. Three (3) years of progressively responsible experience in coordinating emergency planning, public policy, and resource management or distribution.
3. OSHA HAZWOPER Certified.

**Other Duties**

Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Allegan County.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Signature**

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_