

Emergency Management Coordinator



Position Description

Status

Full Time, Exempt

Compensation

C42

Bargaining Unit

Non-bargaining

Reports to

Undersheriff

Supervises

LEPC Assistant and Emergency Response
Volunteers

Position Category

Manager

Summary

Directs and coordinates the response to large scale emergencies and disasters that occur in the county including natural, technological, nuclear, domestic, homeland securities, and counter-terrorism incidents. Develops, implements, and communicates plans for mitigation activities, special events, and emergencies. Ensures that all key elected and appointed officials are notified of an emergency situation as per PA 390 of 1976. Updates emergency response plans and provides training and specialized emergency workers and volunteers.

Essential Functions

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

1. Developing and maintaining plans for preparedness, mitigation, response, and recovery of County emergencies or disasters.
2. Develop and coordinate drills and exercises for government officials, public employees, public safety personnel, and volunteers related to disaster response, preparedness, and recovery efforts.
3. Maintain the Emergency Operations Center and office staff by conducting inspections, inventory, operational readiness of emergency Operations Center equipment and resources, monitors for potential threats, analyzing situations, and evaluating staff and volunteers on a consistent basis.
4. Make presentations to schools, service groups, civic groups, governmental departments, and care facilities to raise awareness of emergency management and advise on the best tornado shelter and other emergency procedures.
5. Coordinates the County's planning effort for the All-Hazard Mitigation Program, the updating of such plans, security issues, and the distribution of those plans.

6. Must be available to respond to emergency calls 24-hours a day, 7 days per week. When not available, is responsible for securing a replacement and notification of the change accordingly.
7. Coordinates the deployment of resources, manages volunteer operations and personnel assigned to perform emergency services, and homeland security operations under threatening conditions such as chemical emergencies, severe weather, and search and rescue operations.
8. Training of staff and volunteers for the National Incident Management System, communication interoperability, severe weather, effects of radiation, hazardous materials, hostile action, and terrorism.

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 have direct supervisory responsibilities.

Work Environment

This job operates in various indoor and outdoor settings where this role will use standard office equipment such as computers, phones, photocopiers and filing cabinets as well as be outdoors using ladders, climbing stairs, moving over and around obstacles, and walk/run over all types of terrain.

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 often required to move about an office environment, exposure to working outside in various weather conditions, drive a vehicle throughout the County and State of Michigan, and be able to lift 50 to 100 pounds regularly.

Travel

Travel is required out of the jurisdiction on a frequent basis, to attend required training and meetings. This travel is daily throughout the State of Michigan, however requires an average of four times a year to attend meetings outside the State of Michigan, for multiple days to obtain training for the specialized skills attending conferences, seminars, and workshops for maintaining professional understanding of the ever changing environment.

Required Education and Experience

1. Bachelor's Degree in Emergency Management, Homeland Security, Criminal Justice or related field.
2. Four (4) years of experience coordinating emergency planning, public policy, and resource management or distribution.
3. Possess a Professional Emergency Management (PEM) Designation or be able to obtain the PEM Designation within two (2) years of appointment.

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 _____