

EMERGENCY MANAGEMENT COORDINATOR

This is administrative and professional work of considerable difficulty in the Fire-Rescue Department coordinating the City's emergency management program. The employee assists the Emergency Manager in ensuring that the City of Pompano Beach is prepared to respond to, mitigate the potential impact and recover from man-made or natural disasters and other major emergencies. Work includes ensuring compliance with related federal, state and local laws; coordinating with City departments and other government and private agencies; and facilitating the submittal process for federal reimbursement claims for the City's costs during applicable emergency operations. The employee in this class exercises considerable initiative and independent judgment in performing all phases of emergency management. This position is a direct report to the Emergency Manager.

EXAMPLES OF ESSENTIAL DUTIES

The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.

- Oversee the development and coordination of assigned projects and programs.
- Work in a high stress environment during critical incidents and/or disasters.
- Can be tasked to work overtime during emergencies within the city emergency operations center.
- Respond to emergency operations incidents and function as the Emergency Operations Center coordinator; assisting with the overall management of emergency operations during actual disasters including maintaining contact with other disaster response agencies.
- Develop, organize and/or facilitate classroom training and disaster preparedness exercises for the City; evaluating personnel proficiency in disaster preparedness and emergency management related functions, and make recommendations to improve systems.
- Perform duties of an administrative nature and participate directly in the work of the Emergency Manager. Secure details of specialized information, coordinate office work and provide information regarding services and operation.
- Develop and maintain emergency management procedures and plans for the City to ensure preparedness for disaster response, recovery and mitigation operations, and the continuity of City services.
- Prepare written reports and briefs and providing recommendations and/or solutions.
- Coordinate and integrate the City's emergency management program across departments and with all related jurisdictions and agencies.
- Coordinate with City staff in developing and delivering emergency preparedness information and programs for the public.
- Coordinate with the Finance Department and other City staff to promptly submit federal and state reimbursement grants for City costs incurred during emergency operations.
- Ensure that the City's emergency operations center is in a constant state of operational readiness; recommending the purchase of additional equipment to improve the functionality of the center.
- Identify and maintain an inventory of public and private emergency resources available for disaster response and recovery operations.
- Attend meetings and prepare agenda and back up materials for meetings and functions. Prepare forms and compose letters. Type using PC based word processing software. Type information or enter data into computer containing technical terminology. Retrieve data for reports as requested.
- Conduct research and assist with grant writing opportunities.

- Develop educational and community outreach presentation materials.
- Attend community meetings, monitor programs and systems and perform office management functions as directed.

KNOWLEDGE, SKILLS AND ABILITIES

- Skills of written and oral communication, computer literacy and accounting principles.
- Ability to plan and coordinate administrative activities and schedules in municipal government.
- Ability to manage and prioritize routine, specialized and complex assignments and problems.
- Ability to adapt to an evolving and continually improving environment.
- Ability to utilize office software such as MS Word, MS Excel and electronic mail with knowledge of WebEOC, GIS, social media platforms and Adobe Acrobat.
- Advanced knowledge of the principles, practices, methods and techniques of emergency management planning with considerable knowledge of federal, state and local emergency management organizations and operations.
- Knowledge of public relations and communications principles and practices
- Knowledge of research techniques, methods and procedures.
- Ability to integrate and apply the concepts of comprehensive emergency management into the City's disaster programs, and to analyze emergency management operations and functions in order to recommend plans for increasing effectiveness and efficiency.
- Ability to research and secure technical and financial assistance available through state and federal funding sources.
- Ability to work cooperatively with other City employees, representatives of other governmental agencies, public and private organizations to ensure proper coordination in planning for and responding to disasters and other major emergencies.
- Ability to communicate effectively, both orally and in written reports, memorandum, and other correspondence.
- Ability to work outdoors under a variety of weather conditions in order to assist and/or coordinate emergency management activities.

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or university with major course work in public or business administration or field related to emergency management. 2 years municipal government related work experience in the capacity of emergency planning, public safety operations, or related field. Possession of NIMS training courses ICS-300 and ICS-400 within 11 months of hire. Must be willing to travel as necessary.

An applicant designated as a Florida Professional Emergency Manager (FPEM) or a Certified Emergency Manager (CEM) is preferred.

A comparable amount of training and experience may be substituted for the minimum qualifications

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, personal computer, calculator, copier and fax machine. The noise level in this environment is usually quiet in an inside office setting.

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

SPECIAL REQUIREMENTS

Possession of a valid, appropriate driver's license and an acceptable driving record.

11/2018

Bargaining Unit: Non-bargaining

FLSA: Exempt

Pay Grade/Group: 27/50

Location: Fire Department

GERS: Regular: Regular Class