

# OSCEOLA COUNTY JOB DESCRIPTION

## EMERGENCY MANAGEMENT COORDINATOR

**Supervised by:** Emergency Management Director

**Supervises:** N/A

### Position Summary

Under supervision of the Emergency Management Director, is responsible for assisting in the overall management of the jurisdiction's mitigation, preparedness, response, and recovery to natural, technological, and man-made disasters in accordance with the Osceola County Emergency Management Resolution and Michigan Emergency Management Act (PA390).

### Essential Functions

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Supports the Director in the planning, organization, and direction of all aspects of departmental operations including personnel, budgeting, planning, and general administration. Supports development and implementation of departmental policies, procedures, and regulations.
2. Keeps abreast of legislative and regulatory developments, new administrative techniques and current issues through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate.
3. Assists in the coordination of the emergency management system with all appropriate political jurisdictions, emergency response organizations, non-profit agencies, private businesses, and public institutions within the county. Works directly with appropriate entities to ensure integration of vital capabilities necessary for comprehensive emergency mitigation, preparedness, response, and recovery.
4. Assists in the development/maintenance of the county Emergency Plan to accurately describe the procedures, resources, and mechanisms which will be utilized during extraordinary emergencies and disasters. Coordinates with involved officials to ensure adequate capability in direction and control, warning, communications, public information, damage assessment, law enforcement, fire services, emergency medical services, public works, public health, and human services and resource management.
5. Provides emergency response direction to disasters and/or extraordinary emergencies requiring multi-agency coordination, hazard specific technical expertise, and specialized resources. Ensures response operations are conducted in accordance with the National Incident Management System (NIMS) and other guidance as to ensure the jurisdiction's eligibility in securing disaster recovery funds.
6. Coordinates various emergency management committees required to ensure a communicated and coordinated approach among community officials and ensure local extensions of state/federal programs. Specific required committees include the Local Emergency Planning Team (LEPT); SARAIII Local Emergency Planning Committee (LEPC); Homeland Security Grant Program Local Planning Team (LPT); Disaster Mitigation Act of 2000 Hazard Mitigation Committee; and Citizen Corps Council.
7. Assists in the comprehensive disaster exercise program and implements various drill, tabletop, functional, and full scale exercise activities to ensure that community agencies/officials are proficient in assigned emergency roles and functions. Supports post exercise activities including After Action Reports and Corrective Action Plans to address potential deficiencies in response capability.

8. Assists in the development of the jurisdiction's Hazard Mitigation Program required under the Hazard Mitigation Act of 2000. Supports hazard studies, capability assessments, and vulnerability analyses to identify and prioritize community risks and directs appropriate community protective measures.
9. Assists the public education program and implements public awareness activities through presentations, websites, social media, and other mechanisms. Communicates regularly with the public, news media, community organizations, government officials, private/volunteer services, and other related agencies regarding emergency management issues.
10. Assists with various resource management mechanisms for ensuring adequate personnel, equipment, supply, facility, and funding for emergency/disaster response. Supports development of mutual aid service agreements, coordination of volunteer programs, and management of specialized disaster response systems (i.e. IPAWS).
11. Assists and supports the emergency management training program and conducts training activities in support of disaster response and public safety. Activities range from ongoing refresher sessions to full certification courses including the National Incident Management System (NIMS), communications and public information mechanisms, and specific response procedures.
12. Assists with regular capability assessments of entities identified in the Emergency Plan as to identify strengths and weaknesses. Supports the ongoing progression (improvement) system necessary to ensure compliance with federal, state, and local standards for emergency/disaster capabilities.
13. Assists with the maintenance of the jurisdiction's Emergency Operations Center (EOC), Joint Public Information Center (JPIC), Incident Command Posts, and other critical facilities from which emergency operations are managed and coordinated. Establishes, maintains, tests, and evaluates associated systems as to ensure operational capability.
14. Maintains regular communications with the Michigan State Police Emergency Management & Homeland Security Division on mitigation, preparedness, response, and recovery programs as to ensure compliance with state/federal legislation and guidelines. Supports the Emergency Management Director in acting as the jurisdiction's official agent on state/federal emergency management provisions such as the Emergency Management Performance Grant (EMPG), National Incident Management System (NIMS), Homeland Security Program, SARA III Community Right To Know, and declared disasters.
15. Coordinates with public safety/emergency service agencies in various programs and projects related to community safety. Assists with projects requiring multi-agency coordination and interface with Emergency Plan capabilities such as training, communications, mutual aid agreements, and critical resources.
16. Performs duties and responsibilities of the Emergency Management Director in his/her absence, unavailability, or incapacitation.
17. Performs other duties as directed by the County Board of Commissioners or Emergency Management Director.

### **Required Knowledge, Skills, Abilities and Minimum Qualifications**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- High school diploma or GED and three years progressive experience in emergency services program development and management.
- Completion of FEMA's Professional Development Series or equivalent certifications in FEMA's emergency management curriculum
- Compliance with the National Incident Management System (NIMS) including certifications in FEMA IS100 Introduction to ICS; IS200 ICS for Field Supervisors; IS700 Introduction to the National Incident Management System (NIMS), ICS300 and ICS400 Incident Command System courses
- The county, at its discretion, may consider an alternative combination of formal education and work experience.
- Michigan Vehicle Operator's License.
- Thorough knowledge of the professional public management techniques involved in budgeting, personnel administration and resource management and the ability to identify and implement new best practices.

- Considerable knowledge of the principles and practices of Emergency Management
- Moderate knowledge of maintenance techniques associated with Emergency Management.
- Skill in assembling and analyzing data, preparing comprehensive and accurate reports and formulating policy and service recommendations.
- Skill in effectively communicating ideas and concepts orally and in writing, and making presentation in public forums and to policy making officials.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with County employees, contractors to the County, representatives of other governmental units, professional contacts, elected officials and the public.
- Ability to assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations.
- Skill in the use of office equipment and technology, including Microsoft Suite applications, and the ability to master various programs and systems related to emergency communications, warning, and other specialized emergency management operations.
- Ability to attend meetings scheduled at times other than normal business hours.
- Ability to respond to emergencies or service needs on a 24 hour basis.

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works both in an office and in the field. The employee is regularly required to communicate in person, by telephone and radio, read regular and small print, view and produce written and electronic documents and enter data on a computer keyboard. The employee must be mobile in both office and field setting, stand, sit, stoop, walk, and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move items of up to 25 lbs. without assistance. Accommodation will be made, as needed, for employees required to lift or move objects that exceed this weight.

While performing the duties of this job, the employee regularly works both in the office and at other work sites and regularly travels between work sites using a motor vehicle. The employee is required to work in the field to support emergency responses, exercises, or trainings. Though applicable safety procedures are documented and utilized, the incumbent may be exposed to unsanitary or unhygienic materials, individuals and situations in the course of performing required duties. The noise level in the work environment varies from quiet to loud, depending on if doing office work, emergency or training events.