

# JOB DESCRIPTION



OVERTIME:  Exempt  Non-Exempt

JOB TITLE:	<b>Emergency Management Coordinator (EMC)</b>	<b>Grade=503 EXP SUP3</b>
CLASSIFICATION:	Non-Represented / Management	
DEPARTMENT:	Ashland Fire and Rescue	
DATE:	July 12, 2022	

### **PURPOSE OF POSITION:**

Under general administrative direction of the City Manager/or the Fire Chief, The EMC is responsible for the overall planning, direction, budgeting, coordination, implementation, execution, control, and completion of specific projects or assigned duties and concentration, such as the City's Emergency Management Program and multiple related projects, including preparedness, prevention, response, recovery, and mitigation. This position works closely with internal and external partners to ensure that the scope and direction of a project / program are prioritized, on schedule, include appropriate collaboration with other City departments, jurisdictions, organizations, and community members, and delivery goals and objectives are met and within budget. This position may oversee other project/ program staff.

The Emergency Management Coordinator, in discharging duties, must work with elected and appointed officials of local, state, and federal governments and private sector interests. The EMC is given broad and extensive authority to determine program priorities, requirements, and procedures to implement and support local, state, and national programs and objectives. The EMC will support Southern Oregon University and Ashland School Districts EM plans through MOA's.

### **DISTINGUISHING CHARACTERISTICS:**

This is a single position classification, where the incumbent plans and implements a wide variety of technical and administrative activities designed to help the Ashland community prepare for disaster by prevention, mitigation, preparedness, response, and recovery to planned and no-notice events within the City of Ashland. The EMC is charged with making certain that the first response and other supporting agencies of the emergency management program understand the threats and risks to the community, plans for disasters, can function effectively in an emergency, and conduct recovery and management operations following a disaster.

### **SUPERVISION RECEIVED:**

Receives general supervision from the Fire Chief.

### **SUPERVISORY RESPONSIBILITIES:**

While supervision is not a primary function of the EMC, supervision of Community Emergency Response Team CERT membership will occur. May serve as Ashland's Emergency Operations Center (EOC) Director or as any Section Chief or Liaison Officer (LNO) with the county EOC or local EOC activities (i.e., SOU or Ashland School District). All external work requests for the EMC will be directed through the Fire Chief.

### **ESSENTIAL JOB FUNCTIONS:**

The duties listed below are only intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related and/or a logical assignment to the classification. Position assignments may vary depending on the business needs of the department and organization. This position:

- Must have knowledge of FEMA Recovery Programs (Including but not limited to Public Assistance and Individual Assistance once a FMAG declaration occurs)
- Must have an understanding of the relationships between City, County, State and FEMA.
- Oversees development, implementation and maintenance of a City CERT program and other volunteer groups, as appropriate.
- Oversees and manages the community alerting program (Nixle/Everbridge)

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- Evaluates and coordinates ongoing review and updates to the City's Emergency Operations Plan, Southern Oregon Universities (SOU) Emergency Operation Plan, and Ashland School Districts (ASD) Emergency Operations Plan and other related plans related policies and procedures.
- Updates the FEMA Natural Hazards Mitigation plan (Ashland's chapter of the County NHMP)
- Coordinates compliance with National Incident Management System (NIMS) training standards, Oregon Revised Statutes, and other regulations.
- Coordinates readiness, activation, and operation of the City's Joint Emergency Operations Center (EOC) (Jointly staffed by trained personnel from the City, SOU, and ASD personnel).
- Provides support to major emergency response, possibly including scene response, off-site resource coordination, and/or EOC activation.
- Remains current on regulations, activities, and best practices affecting assigned duties; research evolving practices and makes recommendations concerning policies and procedures.
- Coordinates with other departments on various projects, including emergency management, administration, public safety, public information, facilities, CERT, events, capital improvements, information technology, etc.
- Coordinates the opening of severe weather shelters with participating community partners.
- Develops projects/programs, such as: emergency management strategies, goals, and objectives; creates schedules and oversees all aspects of project/s through completion.
- Develops and maintains policies, procedures, standards, and agreements for projects.
- Participates in program budget preparation and monitors expenditures for compliance.
- Identifies, delivers, facilitates, and evaluates related training for City staff, SOU staff, ASD staff, volunteers, neighboring jurisdictions, allied agencies, and others as appropriate.
- May seek appropriate grant opportunities, apply for and manages awarded projects/programs.
- May perform direct supervisory responsibilities, including evaluating performance, directing work, and managing disciplinary matters.
- Identifies and implements project/program changes as necessary to mitigate risk and to ensure successful project completion.
- Maintains accurate records and other documentation on project activities, plans, needs, and other aspects.
- Conducts research and prepares data and background material, prepares required reports and documentation.
- Serves as a liaison, working effectively with City departments, boards, committees, commissions, external organizations, citizen groups, and individuals; attends interdepartmental meetings and other board, Council or committee meetings.
- Demonstrates professional work habits and adherence to deadlines, and delivery of high-quality work products.
- Scope of assigned area will depend on departmental and/or citywide operational structure and is at the discretion of the Fire Chief.
- Upholds the values of the organization and has strong customer service orientation.
- Must have the ability to handle job stress and interact effectively with others in the workplace.
- Must be honest and truthful in all tasks and responsibilities.
- Performs other related projects and duties as assigned.
- Demonstrates regular, reliable, and punctual attendance.

**AUXILIARY JOB FUNCTIONS:**

Participate on and/or chair various committees and taskforces as assigned.

Maintain proficiency by attending training conferences and meetings, reading materials, and meeting with others in areas of responsibility.

Perform other duties as assigned.



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**MINIMUM QUALIFICATIONS:**

**EDUCATION, TRAINING AND EXPERIENCE**

Education: Graduation from an accredited college or university with a bachelor's degree in a specific area of study as deemed necessary, ideal, or required.

Experience: Three (3) years of professional experience in emergency management, strategic planning, project management, exercise design, program development, public safety, or a related field; and

Technical Knowledge: Current technical/professional knowledge of complex principles, methods, standards, and techniques associated with the scope of work of a recognized profession, such as:

- Excellent written, verbal, and interpersonal communication skills.
- Ability to support media relations, public information and/or public relations knowledge.
- Knowledge of laws, rules, regulations, and best practices concerning the operation of municipal government and/or emergency management.
- Knowledge of federal emergency management and disaster preparedness program objectives; expenditure control and record keeping; safety standards, procedures, and precautions utilized in emergency response activities.
- Effective educational program practices, methods, and techniques; management and supervisory principles, practices, and methods.
- Skill in conceptual analysis and policy/program development and implementation related to management of projects/programs; proficiency in the use Microsoft Word, PowerPoint, Access, Excel, and Publisher software; excellent internal and external customer service.

Substitution: Any satisfactory equivalent combination of education, training and experience that demonstrates the knowledge, skills, and abilities to perform the duties of the job proficiently may substitute for the above requirements.

The applicant must meet Ashland Fire & Rescue uniform and appearance standards and will be provided official department clothing during the period of employment.

**SPECIAL REQUIREMENTS**

License: Requires possession of a valid driver's license by date of hire. New employees establishing resident status in the State of Oregon must obtain an Oregon driver's license within 30 days (ORS 807.020 (1)).

Certification: ICS 100, 200, 300, 400, 700 within (12) twelve months of employment.  
ICS 2200, 2900, and HSEEP - E/L/K0146 as available.

Courses: G-191 Incident Command System/Emergency Operations Center Interface, and E/L/G-2300 Intermediate Emergency Operations Center Functions as courses are made available from FEMA-EMI.

Requires completion of a background investigation to the satisfaction of the City.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of:

Experience with computerized record systems (ER), Microsoft Word and Excel.

Advanced experience in use of a tablet computer such as an iPad.

Principles and practices of program development and implementation.



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Advanced procedures, methods, and techniques of budget preparation and control.

Pertinent federal, state, and local laws, codes, and safety regulations.

Common word processing, spreadsheet, and database software.

Ability to:

Coordinate and direct disaster response public education programs suited to the community.

Plan, organize, implement, and coordinate a volunteer-based program.

Present information to public groups. Instruct and train others.

Recommend and implement goals and objectives for a public education program.

Identify and respond to community issues, concerns, and needs.

Explain department and program policies and procedures.

Research and evaluate service delivery methods and techniques.

Work independently and exhibit skills in organization and professional level services.

Adhere to the laws, policies, and ethics of confidentiality.

Cope with situations firmly, courteously, tactfully, and with respect for the rights of citizens.

Plan, organize, and perform work assignments with initiative and judgment.

Identify and resolve procedural and operational problems.

Work independently and with people in crisis situations.

Act and respond effectively and calmly in emergency situations.

Communicate effectively, both orally and in writing.

Establish and maintain effective working relationships with those encountered during the course of the work including employees, co-workers, supervisors and the general public.

**PHYSICAL DEMANDS:**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

(1) Mobility: frequently required to stand, sit, read, communicate, reach, and manipulate objects, tools or controls; walking, standing, climbing, bending, squatting, pushing, pulling, turning in all terrains.

(2) Lifting: frequently up to 25 pounds; occasionally up to or exceeding 100 pounds.

(3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision.

(4) Dexterity: frequent use of keyboard, motorized vehicles, radios, or phones.

(5) Hearing/Talking: frequent hearing and talking, in person and on the phone.

(6) Emotional/Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasionally working alone.

**WORKING CONDITIONS:**



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The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is primarily performed in an indoor office setting, vehicle and outdoor settings in all weather conditions including temperature extremes, during the day or night; the incumbent may be subject to occasional work near moving mechanical parts and in high, precarious places.

DEPARTMENT HEAD SIGNATURE *Ralph Sartain II*

CITY MANAGER APPROVAL \_\_\_\_\_ DATE \_\_\_\_\_

