

ASSISTANT EMERGENCY MANAGEMENT COORDINATOR

Salary Range: \$43,879 - \$68,013

General Statement of Duties

Performs administrative, technical and operational activities of the County's Emergency Management Program. Serves as coordinator of the preparedness and response program to ensure the safety of citizens.

Distinguishing Features of the Class

The employee also serves as the County's Assistant Emergency Management Coordinator performing coordinative and consultative administrative work in the preparedness, mitigation, response and recovery plans for emergency or disaster situations. Work includes developing and maintaining the County's emergency management plans, coordinating and managing emergency and disaster situations, coordinating and co-managing the Emergency Operations Center during disasters, planning and coordinating disaster mitigation, and working with FEMA representatives to recoup costs after a major disaster. An employee in this class assists a department or management official in carrying out a program's administrative activities by performing a variety of administrative and technical functions and is independently responsible for some program activities. The employee performs public contact and administrative office management duties to relieve the manager of operational detail. Work requires exercising independent judgment and initiative and the ability to make decisions quickly and accurately in emergency situations and communicating in a tactful and diplomatic manner dealing with the public and multiple organizations: Technical judgment is required to coordinate emergency responses and hazard mitigation.

Duties and Responsibilities Essential Duties and Tasks

- Assists the Director with operational readiness, preparation, implementation and evaluation of the County emergency management plan.
- Assists with the development of programs, policies and procedures that will be consistently updated and communicated.
- Maintains the Emergency Operations Center (EOC) and coordinates disaster responses; coordinates with local governments, school systems, industries, Red Cross and partner agencies to ensure adequate facilities for shelter; assists FEMA representatives to recoup costs after a disaster; stays updated of current weather conditions and advises county administrators as needed.
- Prepares and maintains records of inspections performed and documentation for FEMA and NCEM Hazard Mitigation offices; prepares necessary reports.
- Answering inquiries from the citizens and the public concerning emergency plans and procedures.
- Plans and organizes the administrative work flow of the office to accomplish needs; identifies and develops data bases, spreadsheets and other records management systems; creates files, notebooks, forms and correspondence based on limited instructions; edits data bases and spreadsheets for custom applications; prepares charts and graphs using spreadsheet and/or presentation software; reviews work for compliance with instructions, proofreads final product.
- Prepares a variety of scheduled and special reports for senior management and various government agencies; reviews and verifies records and reports for correct information; identifies potential inconsistencies and resolves discrepancies; researches files, activity reports and other information; compiles data and statistics and prepares reports; creates or updates policy and procedures manuals.
- Provides customer service requiring considerable knowledge of the department's services, regulations and procedures; answers a variety of questions based on program and technical knowledge; selects appropriate materials to answer questions; explains rationale of answer and

- often resolves problems or complaints without management's assistance.
- Identifies budgetary needs for the department; compiles information for the budget document and prepares a draft budget for management review; maintains spreadsheets tracking budget expenditures by line item and by program area; processes department revenue generated from user fees, program fees, etc.; matches receipts to monthly statement; prepares reports and reconciliations.
 - Processes payroll for the department; verifies timesheets and leave records are accurate and maintains the department's personnel records and files; prepares and/or types confidential personnel reports, evaluations and disciplinary actions.
 - Independently administers one or more programs or major program components requiring both strong administrative skills and technical knowledge; ensures compliance with policies regulations; monitors activities; maintains data and statistics, prepares and maintains records and prepares reports on activities.
 - Handles confidential or sensitive technical information in an appropriate manner.
 - Performs related duties as required.

Recruitment and Selection Guidelines

- Considerable knowledge of the practices, procedures, standards and regulations regarding emergency management coordination at the local level.
- Considerable knowledge of the procedures involved in the preparation of federal and state grant applications, disaster recovery procedures including documentation, and FEMA related policies and procedures.
- Skill in collaborative conflict resolution and customer service excellence.
- Ability to communicate effectively in oral and written form and to deal tactfully and courteously with customers and the general public.
- Ability to provide guidance & coordination to the work of the other agencies and staff.
- Ability to establish and maintain effective working relationships with coworkers, supervisors, coworkers, contractors, customers and the general public.

Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, fingering, grasping, talking, hearing and repetitive motions.

Must be able to perform medium work exerting up to 50 pounds of force occasionally, up 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Must possess the visual acuity to inspect details of prepare reports, prepare and analyze figures) operate a computer terminal, do extensive reading.

Desirable Education and Experience

Graduation from college or university with a degree in emergency management, public administration, fire science, environmental health, business administration or related field. Professional work experience in emergency management and safety administration; or an equivalent combination of training and experience.

Special Requirements

Possession of a valid North Carolina driver's license.

Certification as an Emergency Management Coordinator Level I by the North Carolina.

Emergency Management Association's Training and Certification within three years of date hired.

Prefer Emergency Medical Technician Certification (Basic, Intermediate or Paramedic).