

*Code: 3332*

*Title: EMERGENCY MANAGEMENT COORDINATOR*

**SUMMARY:** Develops, coordinates and implements components of the Pima County Government Emergency Management and Homeland Security (EMHS) Program to ensure civil preparedness for potential disasters or emergencies. This is distinguished from the Emergency Management Coordinator-Senior classification, which plans, evaluates, directs and administers the overall county EMHS Program.

**DUTIES/RESPONSIBILITIES:** (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor)

Develops and coordinates components of a comprehensive county emergency management program;  
Assists cities, towns and county departments, agencies and activities in the development and establishment of emergency-related policies and procedures;  
Provides guidance and technical advice to cities, towns, tribal authorities and county departments, agencies and activities in disaster preparedness and relief, community shelter planning, fallout shelter development, operations planning, warning systems, communications, logistics and antiterrorism planning to include nuclear, biological and chemical defenses, training, public information and public relations programs;  
Maintains liaison with cities, towns, tribal authorities and county departments, agencies and state and federal emergency preparedness defense and relief agencies;  
Briefs government officials, agency and program directors and staff on emergency management planning;  
Coordinates and oversees activities of volunteer units, organizations and individuals engaged in disaster preparedness planning, training and operations;  
Provides or coordinates provision of training and instruction to cities, towns, tribal authorities and county government employees, agencies and programs in emergency preparedness, survival and rescue, disaster relief and terrorist attack preparedness;  
Schedules and arranges facilities for emergency preparedness, response training and instructional classes;  
Maintains manual and computer-based records and prepares reports;  
Responds to recalls and serves on Emergency Operations Center (EOC) staff during a disaster;  
Orders, stocks, issues and accounts for program supplies and equipment.

**KNOWLEDGE & SKILLS:**

Knowledge of:

- principles of emergency management to include mitigation, preparedness, response and recovery;
- structure and functions of federal, state, county and city emergency management and preparedness programs;
- emergency medical services and current emergency materials and respective emergency preparedness and response plans, programs and operations;
- principles and practices of instruction, training and public relations;
- federal, state, county and city policies and procedures for emergency management planning, programming and operations.

Skill in:

- implementation of the four phases: mitigation, preparedness, response and recovery of emergency management;
- coordinating emergency management programs and efforts with a wide variety of other agencies, including governmental, industrial, business, private and volunteer organizations;
- instructing in emergency management services and procedures topics;
- communicating effectively, both orally and in writing;
- planning, coordinating and directing the employment of physical and human resources.

MINIMUM QUALIFICATIONS:                      EITHER:

(1) Three years of professional-level experience in emergency management program coordination, development and planning.

(Relevant education from an accredited university or college in industrial engineering, management, safety management or public administration may be substituted for not more than one-half of the required experience)

OR:

(2) A Bachelor's degree from an accredited university or college with a major in emergency management, fire science, police science, public health, public administration, industrial engineering, management, safety management, risk management or safety management and one year of professional experience in emergency management program coordination, development and planning.

(Relevant additional professional experience in emergency management program coordination, development and planning may be substituted for not more than one-half of the required education from an accredited university or college. Additional relevant education may be substituted for the professional experience requirement.)

OTHER REQUIREMENTS:

Licenses and Certificates: A valid Arizona Class D driver's license is required at the time of appointment and must be maintained as a condition of employment, due to need for fieldwork and operation of assigned vehicles. All positions require, at the time of appointment or within one year of appointment, certification as a Certified Emergency Management Official by the International Association of Emergency Managers. Failure to obtain/maintain required licensure/certification shall be grounds for termination.

Special Notice Items: All positions require satisfactory completion of a personal background investigation by law enforcement authorities, due to need for access to sensitive and confidential information, plans, databases and communications systems.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.