

Code: 3334

Title: EMERGENCY MANAGEMENT COORDINATOR-SENIOR

SUMMARY: Plans, directs, evaluates and administers the Pima County Emergency Management and Homeland Security (EMHS) Program. This differs from the Emergency Management Coordinator classification, which develops and coordinates components of the 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, administers and maintains an emergency services program as proposed, recommended or required by state and federal governments to insure emergency preparedness for both peacetime and nuclear emergencies and disasters;
In the event of disaster or terrorist attack, manages and coordinates the cities, towns, tribal authorities and county emergency management response;
Plans, directs and coordinates the mobilization of city and county resources and facilities for disaster preparedness, response and recovery;
Advises cities, towns, tribal authorities and county officials on emergency management matters;
Plans and implements a liaison program to promote cooperation and performance between different levels of cities, towns, tribal authorities and county government and between cities, towns, tribal authority and county government and private organizations;
Maintains, controls and accounts for all equipment and supplies received from state and federal sources for use in training and actual disasters and emergencies;
Attends public meetings, conferences, workshops and planning sessions to represent the county EMHS;
Establishes and directs a fixed, temporary or mobile emergency operation center (EOC) and associated communications networks for direction and control of disaster and relief operations;
Supervises the development, employment and testing of a county-wide emergency warning system;
Trains governmental, private sector and citizen-volunteer staffs, teams and individuals in the operation of emergency services and response systems;
Assigns and evaluates work of staff;
Prepares and administers the division budget, to include financial accounting for municipality, county, state and federal funds.

KNOWLEDGE & SKILLS:

Knowledge of:

- principles of emergency management to include mitigation, preparedness, response and recovery;
- principles of organizational design, development and management;
- administrative and operational aspects of a coordinated emergency management program, including planning, training, evaluation and administration;
- principles and techniques of training and public information and relations program development and administration;
- principles and techniques of public sector budget administration;
- resources and capabilities of city, county and private sector and volunteer agencies and programs for emergency employment.

Skill in:

- implementing and managing the four phases: mitigation, preparedness, response and recovery of emergency management;
- managing, administering and coordinating a comprehensive emergency services program designed to reduce, mitigate and respond to civil disasters, emergencies and nuclear attacks;
- evaluating city and county governmental readiness to respond to, mitigate and recover from disasters;
- nuclear attack, and developing or recommending development of appropriate plans, programs and policies to address problem areas;

- obtaining cooperative action from public officials, agencies, programs, private community and industrial leaders and volunteer groups ;
- communicating effectively, both orally and in writing, particularly during emergency situations;
- development and administration of budgets;
- directing, supervising and evaluating assigned, attached and volunteer emergency services staff;
- training personnel in emergency management topics.

MINIMUM QUALIFICATIONS:

EITHER:

(1) Four years of professional-level experience in the implementation or maintenance of an emergency management program, which included administrative responsibility.

(Relevant education from an accredited university or college in emergency 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 two years 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)

OR:

(3) Two years of experience with Pima County as an Emergency Services and/or Management Coordinator.

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; failure to maintain a current license shall be grounds for termination. 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 this 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.