



City of Irving Job Description

Emergency Management Coordinator

FLSA Status:	EXEMPT	Job Department:	Police
Job Code:	J031	Reports To (Job Title):	Police Chief

PURPOSE

Chapter 10 Sec. 10-2 of the Code of Civil and Criminal Ordinances of the City of Irving, Texas defines the powers & duties of the emergency management coordinator and Office of Emergency Management.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Supervise the Office of Emergency Management, either directly or by delegation.
- Develop and maintain in current form an emergency management plan for the City of Irving in accordance with established state and federal guidelines. Manage the Emergency Management Program to meet Federal and State program mandates.
- Manage & coordinate the City's Continuity of Operations Plan (COOP) with City Departments.
- Maintain necessary liaisons and coordinate cooperative activities with other municipal, county, district, regional, state, federal and other homeland security and disaster relief organizations.
- Apply for and administers state, federal, civic, and other grants, relating to Homeland Security and/or Disaster Preparedness including researching grant opportunities, supervising or performing grant writing activities, and monitoring grant commitments against actual activities.
- Manage Homeland Security/FEMA grants and associated projects in accordance with Federal and State guidelines. Maintain an inventory of equipment and materials purchased with Homeland Security and FEMA grant funds.
- Draft and recommend for adoption by the city council mutual aid plans and agreements deemed essential or desirable for the implementation of the city's emergency management plan and coordination of combined area disaster services efforts, including the formation of a county or other joint disaster services council and emergency management plan and the appointment of a disaster coordinator for such joint effort.
- Survey the availability of existing and potential personnel, equipment, supplies, services, and facilities for use during a disaster event and supervises the procurement and/or disposal of necessary related equipment.
- Supervise the operation of Emergency Operations Center to coordinate and direct emergency response during a disaster.
- Continue the study of emergency management and disaster relief problems. Recommend any needed amendments and improvement of the emergency management plan, keeping current with all federal and state regulatory and informational requirements.
- Plan, manage, and conduct emergency response training exercises involving multiple City departments, outside agencies, and local, state, and federal government personnel.
- Participate in the development of the unit's work plan, including recommending goals, objectives, policies, and procedures and preparing and monitoring the unit's budget.

- Assure the professional development of city staff through local, state, and federal training classes, conferences, and seminars relating to emergency operations.
- Prepare and/or assist in the development of mutual aid, automatic aid, statement of agreements, and City ordinances concerning emergency operations.
- Conduct Community Disaster Preparedness outreach program by developing informational materials and making presentations to Irving residents.
- Negotiate and authorize agreements, subject to the approval of the City Council, for the use of private property during an emergency.
- Manage and activate local emergency warning systems.
- Serve as City liaison to Dallas County local emergency planning committee, Dallas area Red Cross, OSHA, EPA, State of Texas Department of Emergency Management, and FEMA.
- Provide technical expertise to all departments in planning for and recovery from disaster.
- Respond to citizen and business inquiries concerning emergency preparedness.
- Perform related duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- Give interviews and prepare statements regarding disaster preparation & situations for the media.
- Represent the City regionally and State-wide regarding Emergency Management and Homeland Security.

SUPERVISORY RESPONSIBILITIES

Organizational Supervision - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include approximately 3 employees.

FINANCIAL / BUDGETARY RESPONSIBILITY

Manages the Office of Emergency Management General Fund budget. Also, manages the Homeland Security grants with budgets in excess of \$1 million dollars.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Bachelor's degree (B.A. or B.S.) from accredited four year college or university in subject field directly related to position.

EXPERIENCE

- A minimum of seven (7) years of experience in emergency planning and recovery, including at least five (5) years of supervisory experience.

CERTIFICATES, LICENSES, REGISTRATIONS

- International Association of Emergency Managers “Certified Emergency Manager” CEM® certificate.

KNOWLEDGE OF

- Disaster Management: Standards, resources, strategies, and goals for emergency response planning and execution.
- Public Safety and Security: Rules and regulations for the protection of people, data, and property, including the use of weapons and force.
- Group Facilitation: Strategies to manage the dynamics of groups.
- Law and Government: Laws, penal codes, court procedures, precedents, government regulations, executive orders, agency rules; and the democratic political process.
- Psychology: Basic human behavior and performance, including individual differences in ability, personality, learning, and motivation.
- English Language: The structure and content of the English language, including the meaning of words and grammar.

SKILLS AND ABILITIES IN

- Mechanical/Technical: Safely operating diverse equipment, including computers, complex electronic devices such as radiological & chemical detectors and radios. Also, operating City vehicles, such as automobiles, light trucks, and the Mobile Command Vehicle.
- Budget Management: Developing plans and budgets; comparing them against actual activity.
- Program Assessment: Evaluating current/potential programs for effectiveness & efficiency.
- Active Listening: Listening to what others are saying and asking appropriate questions.
- Critical Thinking: Using logic and analysis to identify the strengths and weaknesses of different approaches.
- Systems Analysis: Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- System Evaluation: Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.
- System Perception: Discerning when important changes have occurred or likely will in a system.
- Service Orientation: Actively looking for ways to help people.
- Social Perceptiveness: Being aware of the reactions of others and understanding why they react the way they do.
- Written and Oral Expression: Communicating information and ideas in writing, as well as through speech, one-on-one or with groups, so others will understand. This includes completing reports according to pre-set formats.
- Inductive Reasoning: Combining separate pieces of information or specific answers to problems to form general rules or conclusions. This includes coming up with a logical explanation for why a series of seemingly unrelated events occur together.
- Deductive Reasoning: Applying general rules to specific problems to come up with logical answers. This involves deciding if an answer makes sense or provides a logical explanation for why a series of seemingly unrelated events occur together.
- Inquiry/Probing: Using oral language, social perceptiveness, and reasoning skills simultaneously to conduct effective interviews.

- Negotiate: Bringing others together to reconcile differences.
- Problem Sensitivity: Telling when something is wrong or is likely to go wrong.

GUIDANCE RECEIVED

City Missions and Goals

Makes decisions with guidance provided by City mission, policies and goals. Sets related goals, service objectives and priorities for at least one Department and gains approval.

CONTACTS

Engage local, State & Federal officials, and our executive level, to ensure a coordinated effort in emergency planning; also, private organizations, businesses and non-profits to meet planning needs.

EQUIPMENT AND PROPERTY

Provided a City vehicle and cell phone and laptop. Operation of specialized equipment such as the Mobile Command Vehicle (MCV), satellite trailer, public safety radios, public safety vehicles, and Emergency Operations Center (EOC) technology will be required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

The employee constantly is required to listen, see, and/or smell. Frequently, s/he is required to carry, climb, drive a vehicle, grasp, handle, feel, lift up to 25 pounds, pull, push, reach, sit, stand, talk, and/or walk. S/he occasionally is required to balance, crawl, kneel, lift up to 50 pounds, and/or stoop. Rarely, the employee must lift up to 100 pounds, and/or run. Specific vision abilities required by this job include close vision, distance vision, and color vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

Usually, the noise level in the work environment is moderate. This job requires the employee to make decisions directly affecting the safety of others. In the rare event of disaster, the employee could be exposed to a wide variety of unusual working conditions including: extreme vibrations, blood-borne pathogens, electrical hazards, extreme temperatures, air contamination, toxic or caustic materials, and/or violence. As a result, this position may involve hazardous working environments such as severe weather, hazardous materials or related situations.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.