



City of Irving Job Description

Emergency Management Specialist

FLSA Status:	EXEMPT	Job Department:	Police
Job Code:	J161	Reports To (Job Title):	Emergency Management Coordinator

PURPOSE

Assist in the development, implementation, coordination and maintenance of a comprehensive emergency management program addressing preparedness, response, recovery and mitigation initiatives. Performs a variety of functions in the development and implementation of Emergency Management and Homeland Security objectives. This is a 24 hour on-call position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Oversee the development and maintenance of emergency management plans for the City of Irving in accordance with established state and federal guidelines.
- Manage EOC readiness to ensure plans and operations are synchronized.
- Participate in special event planning and coordination for large City events across multiple departments, stakeholders and organizations.
- Assist in preparing and presenting public awareness programs to the public, civic groups, businesses, medical facilities and schools.
- Liaison with City, County and Federal agencies as well as other essential organizations in regards to emergency management objectives.
- Monitor emergency management programs for efficiency and implement improvements utilizing best practices.
- Assist with administering and supervising Emergency Management volunteers. Work with local community volunteer organizations to develop plans on how to coordinate volunteer services for the City in a disaster.
- Develop and conduct emergency drills, table-top, functional and full-scale exercises with multiple departments, regional agencies, community partners, private sector, state and federal agencies to prepare for emergencies and disasters. Create after action reports following events.
- Serve in an on-call capacity on a rotating 24/7 basis. Maintains availability to respond to emergency scenes or activate the Emergency Operations Center.
- Assist in maintaining the website for the office.
- Represent the City at emergency management scenes, conferences, meetings, seminars, training and other assignments as required.
- Coordinate the Continuity of Operations Plan (COOP) for the City.
- Assist in managing and updating the city's mass notification system, iALERT.
- Assist in the development and maintenance of reports and studies required by federal, state and local agencies.
- Assist in the delivery of emergency management/homeland security training to city staff and partner agencies.

- Respond courteously to public inquiries, provides information within the area of assignment and resolve complaints in an efficient and timely manner.
- Maintain situational awareness of significant incidents and events utilizing various tools such as public safety radio, social media and various websites.
- Prepare letters, memos, emergency plans and other documents for signature by Mayor, City Council, City Manager, Police Chief, Fire Chief, Department Directors and/or Emergency Management Coordinator.
- Provide administrative and technical support to the Emergency Management Coordinator in the continued development and maintenance of the City-wide Emergency Management program.
- Perform related duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- Assist in making a determination of all questions of authority and responsibility in connection with emergency management and disaster relief as stated in the City Code of Ordinances, Chapter 10

SUPERVISORY RESPONSIBILITIES

Functional and Technical Supervision - Regular responsibility for giving direction and guidance to employees as a lead worker, project manager or internal advisor. As an ongoing part of the position, the employee can expect to supervise approximately 1 employees.

FINANCIAL / BUDGETARY RESPONSIBILITY

Assist in developing & managing the department budget.

QUALIFICATIONS:

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

EDUCATION

- Bachelor’s degree from an accredited college or university with major course work in emergency planning, public administration, or a closely related field.

EXPERIENCE

- Three (3) years of emergency management experience in a local, State, Federal, non-profit agency or private sector business.

CERTIFICATES, LICENSES, REGISTRATIONS

- An appropriate, valid, state-issued driver’s license is required.
- Certificate of Completion for National Incident Management Systems (NIMS) training (IS-100, IS-200, IS-800.B and IS-700A) from the Department of Homeland Security (FEMA), or obtain within three months from date of hire.

KNOWLEDGE OF

- The four phases of Emergency Management (Mitigation, Preparedness, Response and Recovery).
- Incident Command System, National Response Plan, Comprehensive Preparedness Guide 101 and National Incident Management System.
- Principles and best practices related to emergency management.
- Federal, state and local laws, codes and regulations with particular regard to emergency management.
- Geography of the City of Irving and the surrounding area.
- Safe work practices and procedures.

SKILLS AND ABILITIES IN

- Mechanical/Technical: Safely operating diverse equipment, including computers, audio-visual equipment, satellite-based navigation equipment, and public safety radios.
- 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.
- Interviewing/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

Direction and Varied Methods

Typically receives general direction about assignments and work results to be attained. Requires judgment to determine which methods apply and what data/information should be considered. Position must think through how issues can be addressed within existing policies and procedures and may assist others with more complex work methods and problems.

CONTACTS

Coordinate with local, State, and Federal officials to ensure a coordinated effort in emergency planning. Also meet with private organizations and non-profits to meet planning needs.

EQUIPMENT AND PROPERTY

City issued cell phone and laptop will be used. 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.*

The noise level in the work environment usually 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.

* 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.