



City of Irving Job Description

Emergency Management Planner

FLSA Status:	Non-Exempt	Job Department:	Fire
Job Code:	33302	Reports To (Job Title):	Asst. Fire Chief - Administration

PURPOSE

Serve as Fire Department Liaison to Emergency Management, keeping the Fire Chief apprised of the preparedness status and emergency management needs during potential emergency events. To keep the City Emergency Operations Plan updated with Fire Department related information, assist in staff training, EOC preparation and conduct public outreach to Irving citizens and city employees. Under limited supervision, exercises independent judgment and initiative to perform a variety of functions in the development and implementation of Homeland Security objectives as it pertains to the Fire Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Assist in developing and maintaining emergency management plans for the City of Irving, as it relates to the Fire Department, in accordance with established state and federal guidelines.
- Keep the Fire Chief apprised of the preparedness state and emergency management needs during potential emergency events.
- Perform various special research projects for the fire department and may be responsible for administering special programs.
- *As assigned*, coordinate with city departments as a fire liaison for special events planning.
- *As assigned*, act as a fire liaison with local and/or state agencies; may represent or act as a fire liaison to community organizations or groups.
- Provide the fire department with a variety of administrative and general office functions as they pertain to Emergency Management; provides the Fire Chief with Emergency Management administrative support as directed.
- Act as grant administrator for the Fire Department, responsible for Fire/EMS related grant research, grant applications, communications with grantor, adherence to grant conditions and grant status reporting.
- Maintain resource library of pertinent reference materials.
- Assist in activating the Emergency Operations Center (EOC) when necessary. Notify key personnel to staff the EOC and provide support during EOC operations.
- Develop and conduct city and departmental emergency preparedness exercises to simulate disaster situations under the supervision of the Assistant Fire Chief - Administration.
- Conduct disaster preparedness public awareness presentations for the residents of Irving.
- Assist the emergency management team and Fire Administration with the preparation of Fire Department related annexes and city and Fire Department standard operating guidelines.
- Coordinate, work with and communicate with local, state and federal agencies on disaster preparedness and homeland security grants.

- Assist with administering and supervising Emergency Management volunteers. Work with local community volunteer organizations to develop and exercise plans on how to coordinate volunteer services for the Fire Department in a disaster.
- Act as the Fire Department's Emergency Management Volunteer Coordinator. Represent the city at county and regional committees and workgroups involved in volunteer management.
- Manage and coordinate the Community Emergency Response Team (CERT).
- Provide direct assistance to required public outreach activities, to include pamphlet and brochure preparation, and assist in presentations to public groups.
- Coordinate and manage the Continuity of Operations Plan (COOP) for the Fire Department.
- Assist in managing and updating the city's mass notification system regarding Fire Department personnel.
- Assist with Fire Department debris management activities for public assistance purposes.
- Package and manage Fire Department related public assistance documents for Federally-declared disasters affecting the city.
- Assist in the delivery of disaster preparedness/homeland security training to Fire Department staff.
- Conduct sight inventories of homeland security equipment at various locations around the Fire Department.
- Assist in maintaining a multi-million dollar equipment inventory, related to the Fire Department, to meet state and federal mandates.
- Prepare letters, proclamations, agenda items, emergency plans and other Fire Department related documents for signature by Mayor, City Council, City Manager, Fire Chief, Police Chief and/or Emergency Management Coordinator.
- *When activated*, provide administrative support to the Emergency Operations Center and/or Mobile Command Vehicle when activated; *and, when not activated*, assist in maintaining and inventorying the EOC equipment, documents and associated systems.
- Perform related duties as assigned by the Fire Chief or Designee.

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

Supervisory responsibility is not a regular part of the position.

FINANCIAL / BUDGETARY RESPONSIBILITY

Coordinate grant purchases and equipment procurement.

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 Business or Public Administration, or a closely related field, and specialized training in emergency management.

EXPERIENCE

- One (1) year experience required.

CERTIFICATES, LICENSES, REGISTRATIONS

- Appropriate, valid, state-issued driver's license is required.

KNOWLEDGE OF

- Disaster Management: Standards, practices, resources, strategies, and goals for emergency response planning and execution.
- Knowledge of fire department terminology and strategies.
- Public Safety and Security: Rules and regulations for the protection of life, data, and property.
- Group Facilitation: Strategies to manage the dynamics of groups.
- Law and Government: Laws, penal codes, court procedures, precedents, government regulations, executive orders, agency rules; especially as pertains to disaster preparedness.
- 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, audio-visual equipment, satellite-based navigation equipment, and public safety radios.
- 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

Periodic Supervision and Range of Guidelines/Procedures

Follows periodic direct instructions and guidelines, policies and procedures that require some interpretation. Problems that cannot be addressed through an existing guideline, policy or procedure are referred to supervisor or more senior position. Position incumbent must exercise judgment about when to escalate issues.

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.