
JOB DESCRIPTION

Job Title: Emergency Management Coordinator
Class: 401
FLSA Status: Exempt

Department: Emergency Management
Pay Group: 19
EEOC Category: Official/Admin

Objective

Mayors and County Judges have responsibility for emergency preparedness and response within their jurisdictions. These officials may appoint an Emergency Management Coordinator (EMC) to manage day-to-day program activities. Local emergency management and homeland security programs include threat identification and prevention activities, emergency planning, providing or arranging training for local officials and emergency responders, planning and conducting drills and exercises, carrying out public education relating to known hazards, designing and implementing hazard mitigation programs, coordinating emergency response operations during incidents and disasters, and carrying out recovery activities in the aftermath of a disaster.

General Statement of Duties

Under general supervision of the City Manager or designee, develop, coordinate, design, write, prepare and submit the City of Hillsboro's Emergency Management Plan in a manner that meets or exceeds state and national standards. This position is responsible for coordinating assigned activities with other departments, divisions, external agencies, and the general public. This position will perform management and leadership work and secure technical financial assistance through grants at the local, state, and federal levels.

Assist the fire department as needed and Maintain Fire and EMS certificates.

Organizational Relationships

1. Reports to: City Manager or designee
2. Other: Has regular contact with other city departments, the public, civic groups, and outside agencies and departments.

Supervisory Responsibilities

May serve in the role as Supervisor.

Essential Duties and Responsibilities

1. The essential functions, as outlined herein, are intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.
2. Coordinates and functions within the Incident Command System during emergency and non-emergency incidents including but not limited to disaster emergencies and training exercises as part of the Incident Management Team. Provides support and coordination to administer emergency management emergency support functions during major emergencies; Assists at major emergency incidents to support Incident Command System or Emergency Operations Center by coordinating logistics and planning.

3. Coordinates and assists in the management of operations during the four phases of emergency management including mitigation, preparation, response and recovery.
4. Serves in a leadership role for implementation and sustaining the Hillsboro Emergency Preparedness program through a complex network of people, agencies, and communities.
5. Maintains a thorough understanding and demonstrates an ability to apply regulation, standards, procedures, priorities and strategies of local, county, regional, state, federal, private, non-profit agencies to local situations within Hillsboro. Agencies include but are limited to Texas Divisions of Emergency Management, Texas Environmental Quality Commission, United States Department of Homeland Security, Federal Emergency Management Agency, Office of Domestic Preparedness, American Red Cross, Salvation Army and others.
6. Maintains current and historical records including but not limited to grant related records, incident documentation, meeting minutes, plans and correspondence.
7. Writes, submits, obtains and maintains documentation and records of approval for the City's Emergency Management Plan up to and including all annexes and appendices in accordance with the Texas Division Emergency Management and United States Department of Homeland Security standards; Develops and maintains the City's approved Hazard Mitigation Action Plan in accordance with the Federal Emergency Management Agency requirements.
8. Develops and maintains an inventory of all Emergency Management equipment and resources purchased, distributed and replaced. (Examples include protective gear, monitoring and detection equipment).
9. Acts as liaison to facilitate coordination with various departments, divisions, local, state, regional and federal agencies; or community groups on a regular basis.
10. Coordinates and conducts training exercises for personnel related to the Emergency Management Plan; Provides public relations and education services related to emergency preparedness and response to disaster incidents.
11. Monitors, evaluates, and recommends emergency preparedness related actions and precautions related to the national threat levels as set forth by the United States Department of Homeland Security.
12. Works in conjunction with departmental and GIS personnel to update and maintain maps, lists and data; Coordinates the location, maintenance, and operation of the City's Emergency Notification System, including working closely with the Public Safety Dispatch Center personnel to ensure that required standards are met.
13. Locates, researches, writes, coordinates and assists with the location, application and management of grant opportunities and other alternative funding sources at the local, state, federal and private sources.
14. Maintains the City's Emergency Operations Center in the event of a major incident that affects the City and/or requires the activation and operation of the primary Emergency Operations Center; Assists with the set-up, activation and operation of the Regional Mobile Incident Command Post during major incidents or events within the City.
15. Maintain effective working relationships with state and federal terrorism intelligence coordinators, Develop and maintain a departmental library related to emergency management including current state and federal documents listing regulations, statutes, procedures and guidelines for all aspects of Emergency Management and Emergency Preparedness.
16. May represent the City of Hillsboro at local, state, regional and federal emergency management meetings, conferences, seminars and trainings.

17. Assists with activities of the fire department to help meet high demands for service, special projects or short-term personnel shortages.
18. Assist with public safety activities during peak times such as Fire Prevention Week, Public Safety Christmas activities, etc.
19. Provides support and logistical functions during fires and other extended emergency incidents.
20. Assists co-workers and city employees with special projects as needed.
21. Performs other functions as required.

Competency

To perform the job successfully, an individual should demonstrate the following competencies:

1. **Data Utilization:** Requires the ability to gather, organize, analyze and utilize a variety of data and information in an unbiased manner.
2. **Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations and the ability to accept direction from supervisor or manager; Requires the ability to communicate in a clear and concise oral and written manner.
3. **Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions; Requires the ability to utilize a variety of audio-visual training aids and computer applications.
4. **Verbal Aptitude:** Requires the ability to utilize a wide variety of advisory and/or design data and information.
5. **Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs; Requires the ability to calculate decimals, percentages, discount, interest, profit and loss, ration and proportion, surface areas, volumes, weights and measures; Requires the ability to perform addition, subtraction, multiplication, utilize the principles of fractions, and interpret graphs and charts.
6. **Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.
7. **Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change; Requires the ability to apply the principles of rational decision making; Requires the ability to analyze situations quickly and in an objective manner.
8. **Dexterity:** Requires the ability to perform simple movements requiring moderate coordination, such as those required to operate office equipment or computer equipment.
9. **Writing Skills:** Requires the ability to update City publications, compose magazine articles, press releases, and press conference speeches for elected officials and the City Manager.
10. **Computer Skills:** Requires the ability to operate a variety of computer hardware and software such as personal computers, scanners, modems, printers, word processing, relational databases, spreadsheets and GIS software; Requires the ability to extract, analyze, and correlate data obtained from computer programs.

Required Knowledge, Skills and Abilities

Thorough knowledge of principles and practices of fire prevention and suppression; knowledge of department policies and procedures and of use and maintenance of fire and EMS equipment and apparatus; knowledge of city geography, fire hazards and firefighting resources, such as personnel, equipment, water supply, and communication; ability to establish effective working relationships with employees and city personnel; ability to organize and motivate personnel; ability to communicate effectively both orally and in writing, to maintain records and complete reports, and to assist in developing a budget for the department.

Physical Ability

Tasks require the ability to exert very moderate physical effort. Typically involves some combination of climbing, balancing, stooping, kneeling, crouching and crawling. May involve lifting, carrying, pushing/pulling of moderately heavy items weighing 20-50 pounds and/or the operation of an automobile or light equipment.

Sensory Requirements

Some tasks require visual, depth, odor color, sound perception, and discrimination and oral communications ability.

Environmental Factors

Tasks may risk exposure to extreme heat/cold, extreme weather conditions, strong odors, smoke and/or toxic chemicals.

Experience and Training

Bachelor's degree in Public Administration, Fire Service Management, Criminal Justice or related field **AND** Five (5) years of cumulative experience working in the field of emergency management or public safety which includes one (1) year or experience within the last three (3) years.

OR

Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

Valid Texas driver's license or the ability to obtain one within thirty (30) days of employment.

PREFERENCES

Previous experience in grant writing and management.