

Emergency Service Coordinator

Division: Administration

Department: Office of Emergency Management

FSLA: Exempt

Job Classification: Classified, Range 42 \$55,053-\$68,816

Reports to: County Manager

Probationary Status: Twelve (12) Months

Safety Sensitive: Yes

SUMMARY OF JOB:

Under limited supervision by the County Manager, the Emergency Service Coordinator will manage all phases of Union County's Emergency Management Program to include but not limited to: mitigation, planning, training, exercises, response and recovery activities and any reporting necessary for emergency management. The Emergency Services Coordinator will perform a variety of administrative duties related to county fire departments.

ESSENTIAL FUNCTIONS:

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Researches the availability, applies for and manages a variety of grants from the New Mexico Department of Homeland Security; manages grants such as the Emergency Management Performance Grant (EMPG), Office for Domestic Preparedness (ODP), Fire Protection Fund, and any other available grants.
- Prepare grant proposals; sets up and maintains financial records and requirements; prepares reports and documentation for grants.
- Assists in the development of the annual budget for department.
- Assists in the development of tabletop, functional and full-scale exercises and emergency drills and emergency management training; prepares and maintains all documentation related to the exercises as required by state and federal guidelines.
- Coordinate and participate in the Union County Local Emergency Planning Committee and other committees as assigned; represents the County on the New Mexico Emergency Managers Association.
- Provides assistance with the maintenance and upkeep of the Union County Emergency Operations Center (EOC); ensures all materials and supplies are available; maintains the list of trained personnel that can be called upon should the EOC be activated.

- Responsible for the activation and operation of the EOC during emergency situations that arise and make available to the participating agencies all resources available.
- Prepare Public Service Announcements for distribution through a variety of media sources.
- Provides technical assistance in the development and maintenance of the Union County Emergency Operation Plan (EOP), the Threat and Hazard Identification Risk Assessment (THIRA), Union County Hazard Mitigation Plan, Cities Readiness Initiative (CRI) plan, County Shelter Plan, County Wildfire Protection Plan and any other plans that support duties and obligations of the Office of Emergency Management. Train staff and volunteers of the County and other agencies in the application of these plans.
- Disseminates information to the general public relating to all hazard preparedness.
- Develop, coordinate and analyze programs, policies, procedures, guidelines and objectives for emergency management and fire.
- Establishes cooperative working relationships with various Federal, State and Local agencies, i.e. law enforcement, fire, communications, hospital, health, public works, schools, American Red Cross, OMI, Department of Homeland Security Emergency Management (NMDHSEM), State Fire Marshal's Office, Department of Public Safety, Forest Service, BLM, utility companies and other authorities or agencies to mitigate, prepare, respond, and recover from unforeseen emergencies or disasters.
- Responsible for the proper administration of emergency notification systems and maintenance as needed.
- Provide administrative support to all county fire departments.
- Work with all county fire departments to increase their ISO rating.
- Assist all fire districts with required monthly NERIS reporting.
- Work with County Fire Chiefs to determine basic, intermediate and advanced firefighting training courses to be provided
- Maintain situational awareness of available resources for emergency preparedness.
- Responsible for recording, submitting, and maintaining records of declarations and request for state or federal reimbursement.
- Work with surrounding communities and entities to develop and maintain Mutual Aid Agreements, Joint Power Agreements, and Memorandums of Understanding
- Attend local, state, and federal emergency management activities and training to obtain experience and improve Union County's Emergency Preparedness Plan.
- Keep informed of activities or changes that could affect the likelihood of an emergency, as well as those that could affect response efforts and details of plan implementation.
- Participate in community education and public relations programs that involve emergency preparedness and management.
- Develops and establishes relationships with various emergency contacts, resources, facilities, retail outlets, and private contractors; maintains current contact/resource list and directory; conduct periodic evaluations and complete Risk and Threat Assessment as required by NMDHSEM, for materials and equipment orders; disburse equipment and supplies to the appropriate agencies as received,
- Will act as emergency preparedness advisor for county and city governments.
- Appear before the Union County Board of County Commissioners, the Town of Clayton Board of Trustees, and other state or federal bodies to present plans, recommendations, projects, objectives, goals, timetables, and updates.

- Responds to emergencies that require the assistance of other agencies, including natural and man-made disasters; assists in coordination and management.
- Performs related duties, as assigned.
- Perform all duties with minimal supervision.

QUALIFICATIONS:

Citizen or legal resident of the United States who has reached the age of eighteen (18) years of age

- High school diploma or (GED) equivalent required
- Minimum of three (3) years related experience preferred
- Must possess and maintain a valid Driver's License
- Must pass a pre-employment physical and drug test and willing to participate in random drug testing.
- Strong organizational skills including the ability to set up and maintain program monitoring systems.
- Must have a positive attitude and be a self-starter.
- Must have the ability to drive and back trailers.
- Be available to respond 24/7. Working flexible hours to accommodate emergencies.
- Must have the ability to mediate and negotiate solutions to potentially confrontational solutions.
- Exercise sound judgment at all times especially in emergency situations.
- Must comply with safety guidelines and policies of Union County.
- Understanding of the NIMS and ICS systems and implementation.
- Basic wildland and structure fire knowledge required.
- Must live within a reasonable distance to the County Administration Building to effectively respond to emergencies in a timely manner.
- Must be able to complete ICS 100, ICS 200, ICS 300, ICS 400, ICS 700 and ICS 800 courses within 1 year of hire.
- Completion of FEMA Homeland Security Exercise and Evaluations (HSEEP) Course.
- Must be or become a certified Emergency Management Coordinator by completing "Professional Development Series" (3-year training program).
- Must be familiar with National Fire Protection Association (NFPA) Standards, The Insurance Services Office (ISO), and National Fire Incident Reporting System (NFIRS) as they relate to County fire departments.
- Ability to communicate effectively in both oral and written English, to prepare accurate, concise, complete and informative written materials, and to make presentations to small and large groups.

PROFESSIONAL REQUIREMENTS:

Following a conditional offer of employment, successfully complete background investigation which may include, but is not limited to: criminal records search, driving record screening, reference check, and employment verification

- Report to work on time and as scheduled.
- Maintain regulatory requirements, including all state, federal and local regulations.
- Represent the organization in a positive and professional manner at all times.
- Ability to manage problems and motivate people to coordinate multi-agency activities, ability to meet and deal with government officials and the public, and to complete tasks under pressure and adverse conditions.
- Must be able to effectively work with, motivate advise, and inform County Officials, employees, volunteers, legislative bodies, the media, and the general public.
- Must have thorough knowledge of the regulatory environment of local emergency preparedness and fire response and the ability to apply this knowledge to ensure Union County's readiness to respond to any foreseeable emergency situation.
- Must be able to assist volunteer departments in fire incident responses.
- Must be able to plan, initiate and carry out long-term programs in administration, training, equipment maintenance, and mitigation and response.
- Comply with all organizational policies and standards regarding ethical business practices in accordance with The Governmental Conduct Act, NMSA 1978, Chapter 10, Article 16 ("GCA")
- Participate in performance improvement and continuous quality improvement activities

WORK ENVIRONMENT:

Performance of duties requires work in a variety of locations and conditions, including office areas, in and around a wide variety of automotive, mechanical, chemical and other equipment or supplies, and emergency scenes of every type. Must be physically able to operate a variety of machines, tools, and equipment which includes a motor vehicle including pulling and backing a trailer, operate a computer, calculator, cellphone, generator, ATV and other typical rescue and response equipment. Potential for considerable work environment stress associated with emergency and fire management. Tasks require a variety of physical activities, including moderate to strenuous physical effort is required to perform work at the scene of an emergency or which require long periods of time walking and standing. Continuous talking, hearing and seeing required in the normal course of performing the job. Employee may be required to stoop, kneel, crouch, crawl, reach with hands and arms, climb and balance. Common eye, hand, finger dexterity required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminative thinking and creative problem solving. Employee is on-call 24/7/365 to respond to emergencies. Periodic travel required in normal course of job performance.

KNOWLEDGE AND SKILLS:

- Knowledge of the principles and practices of emergency management, fire administration and

coordination.

- Knowledge of grant writing, management and reporting processes.
- Knowledge of the organization and operations of local government agencies.
- Knowledge of County policies and procedures.
- Knowledge in NIMS compliance requirements
- Knowledge of IQS and ICS.
- Knowledge of the principles and practices necessary to plan, organize, direct implement, evaluate and coordinate complex and varied programs.
- Skills in establishing and maintaining effective working relationships with State, Federal, and other local officials, elected officials and County residents.
- Skills in developing and maintaining hazard assessment plans.
- Skills in coordinating training on specified emergency management and fire related topics.
- Skills in effectively supervising, leading and delegating tasks and authority.
- Skills in operating a personal computer and software applications.

General Sign-off

The employee is expected to adhere to all County policies, and to act as a role model in adherence to Union County policies.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities.

I have read, understood, and had the opportunity to ask questions regarding this position description.

Employee's Signature

Date