

Job Description: Emergency Management

Position: Emergency Management Coordinator

Definition:

Under the general supervision of the City Administrator the Emergency Management Coordinator is responsible to plan, organize, direct and review all functions and activities related to employee safety and wellness, emergency preparedness and management.

Duties/Responsibilities:

Plans, organizes, directs, and reviews all functions and activities related to emergency management and formulates and updates a variety of emergency response and disaster event management plans.

Coordinates and manages emergency operations during incidents of declared disasters under the direction of the City Administrator.

Provide effective and respectful communications and interactions with other employees, supervisors, individuals from other organizations and citizen customers.

Act quickly and calmly in response to emergency situations.

Effectively coordinate and direct others responding to emergency situations.

Establish and maintain effective working relationships with County, State, Federal and regional emergency management and homeland security organizations, county organizations and services, private and public entities.

Communicates timely situation updates to Sheriff's Office Command Staff during emergencies.

Assist in providing on-scene support to rescue squads, responding agencies and resources during emergency situations.

Demonstrate strong leadership abilities, organizational, public relations, communication and people skills.

Work closely with City Council, commissions, boards and staff.

Requirements:

Emergency Coordinator shall prepare a comprehensive emergency plan for the emergency preparedness of the city and shall present to the city council for approval.

After Council approval, it shall be the duty of all city agencies and all emergency preparedness force of the city to perform the duties and functions assigned by the plan.

The Emergency Coordinator shall coordinate the emergency management activities of the city and they shall be consistent and fully integrated with the emergency plans of state and federal government and correlated with emergency plans of the county and other political subdivisions within the state

The emergency coordinator shall utilize the personnel, services, equipment, supplies and facilities of existing department and agencies of the city to the maximum extent practicable.

The officers and personnel of all city departments and agencies shall cooperate to the extend services and facilities to the City's emergency management coordinator upon request.

Assist public. Provide the general public with information as directed which is relevant to the situation.

Provide information to the general public as requested, direct inquires to appropriate staff. Handle phone calls on a day to day basis in reference to emergency management and general operations.

In lieu of a community disaster facility, setup a plan for a satellite emergency operations center.

Coordinate the distribution of sand bags as necessary.

Minimum Qualifications:

*Graduate from an accredited college or university with a Bachelor's Degree in a public safety related major or a related field determined appropriate by the Human Resources Committee.

* Two years paid, verifiable experience in a public safety field; or a combination of education and work experience as determined appropriate by the Human Resources Committee.

*Possession of a valid driver's license

Special Requirements:

Successful completion of a State of Minnesota Emergency Manager Certification within two (2) years of appointment if not certified at the time of appointment.