TITLE:	**Emergency Management Coordinator**	**JOB CODE:**	1241
PREPARED:	01/21/09	**FLSA:**	Exempt
UPDATED:		**REVISION #:**	1

Summary: Receiving direction from the County Manager and guidance from the Local Emergency Planning Committee (LEPC), coordinates, plans, organizes, implements, monitors, and evaluates the Churchill County Emergency Management Program to provide for the safety and protection of people and property; provides direction during disaster or emergency situations; and performs related work as required.

Distinguishing Characteristics: This is a journey-level class responsible for coordinating the County's Emergency Management Program. The Emergency Management Coordinator reports to the County Manager, who provides leadership and policy direction; however this position works independently within the scope of its responsibility. The responsibilities include the day-to-day operation of the Emergency Management Program, maintenance of relationships with public safety and other emergency management agencies within the area and county-wide emergency management training functions.

Essential Job Functions: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledges, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Determines department responsibilities under the direction of the County Manager; develops, evaluates, and implements policies and procedures to meet emergency management goals and objectives; coordinates the activities of the various programs operated by the department to ensure timely, efficient, and effective delivery of services.
- Plans, coordinates, supervises, and implements a variety of emergency, crisis, and disaster plans.
- Develops, applies for, and administers grants primarily in the areas of emergency preparedness, emergency management, communications, homeland security, and for various other departments and areas; responsible for grant oversight for County; identifies future County program needs and identifies grant fundable opportunities to meet those needs; researches and develops grant-funding sources such as Federal, State, and private agencies.
- Initiates cost-benefit analyses for all potential grants to ascertain long term economic impact and evaluates the benefits for the County; provides technical assistance and guidance to departments in grant preparation.
- Resolves procedural, operational, and other work-related problems by working with department and granting agencies to facilitate solutions; monitors and evaluates information to determine compliance with prescribed standards and guidelines.
- Cooperates with local, county, state and federal officials, and private organizations, individuals and other resources in the preparation and implementation of emergency management plans.
- Establishes networks of cooperating public and private agencies to enhance mitigation, emergency preparedness, response, and recovery activities in accordance with county ordinances, state statutes, and federal regulations if applicable.

- Plans, coordinates, develops, and implements networks, linkages, taskforces, and interest groups for crisis response and recovery in accordance with county ordinance, state statutes, and federal regulations if applicable.
- Assists the business community and local industry with developing emergency, crisis, and disaster plans.
- Plans, conducts, and coordinates emergency and disaster training and exercises for public agency, business, and industrial staff.
- Develops, recommends, and interprets Federal, State, and Churchill County emergency response and recovery, and homeland security laws, policies, rules, and regulations.
- Develops goals, objectives, priorities, and standards for the establishment and implementation of warning notifications and disaster care systems for crises.
- Explains policies and goals to the public, elected officials, and other government agencies; coordinates media relations plans, procedures, and exercises.
- Plans and coordinates the development of critical resource inventories.
- Provides emergency preparedness and homeland security information materials for the public, businesses, and government agencies.
- Develops and administers the Emergency Management Program budget, developing projections for staffing, materials, and services requirements and recommending and justifying staffing, equipment, and services.
- Acts as County Emergency Operations Coordinator; maintains current disaster preparedness plan; coordinates emergency plans with other local, state and federal agencies; coordinates and supervises county emergency management training program; and works with the County Manager to ensure County's readiness to respond to emergencies; may act as Incident Commander in designated emergencies, and prepares and maintains records and reports as required, related to emergency operations.
- Makes oral and written presentations to the Board of Commissioners and to other public and private groups; represents the department and the County with other government agencies and in meetings with the public.
- Advises and consults the County Manager in assigned program areas; investigates and resolves complaints and concerns regarding department programs and services.
- Performs related work as required.

MINIMUM QUALIFICATIONS

Required Knowledge and Abilities:

Knowledge of:

- Principles and practices of emergency management, including: emergency preparedness, emergency response, disaster recovery, and hazard mitigation.
- Functional responsibilities and capabilities of public and private organizations in emergency response, public relief and disaster recovery programs.
- Federal, State and local laws, codes and regulations applicable to Churchill County emergency management programs.
- Federal and State grants availability, audit requirements, principles and procedures of grants, project development and administration; Emergency Management Grant programs and processes, including programs administered by State emergency management grant programs.
- Grant sources, grant application procedures, proposal requirements and reporting requirements.

- Hazard/risk/vulnerability assessment concepts including a basic understanding of the potential for specific emergencies/disasters to occur in Churchill County.
- National Incident Management System (NIMS) including the principles and practices of the Incident Command System as applied in a County Emergency Operations Center (EOC) and field incident command environments.
- Principles and practices associated with managing an adult training program management, including planning, coordinating and conducting adult education for emergency responders (law enforcement, fire, EMS, hazardous materials, public works, and emergency management).
- Principles and practices of budget preparation, financial program management, record keeping, accounting, and purchasing procedures.
- Licensing, credentialing and/or certification and continuing education requirements for emergency responders (law enforcement, fire, EMS, hazardous materials, public works, and emergency management).
- Concepts, principles and practices associated with managing a comprehensive emergency/disaster drill and exercise, including: exercise design; exercise evaluation; the corrective action process; and state and federal compliance issues.
- Administrative management principles and practices.
- Supervisory principles, practices and methods.

Skill in:

- Developing, implementing and administering goals, objectives, and procedures.
- Planning, advocating, coordinating and directing the Churchill County Emergency Management Program to achieve established goals and maximize efficiency and effectiveness.
- Keeping abreast of Federal and State grant programs; determining eligibility for a variety of grant proposals; coordinating and participating in the preparation of grant compliance reports.
- Effectively leading and delegating tasks and authority.
- Interpreting, understanding, and applying technical reports, statutes, rules and regulations.
- Evaluating work priorities, procedures, and processes to determine their effectiveness and efficiency.
- Establishing and maintaining effective working relationships with superiors, subordinates, department heads, the general public, and other public and private entities.
- Making presentations and representing the Churchill County Emergency Management Program when assigned in various public forums such as County Commission meetings, other public meetings, press conferences, etc.
- Effective oral and written communications.
- Working independently or as a team member.
- Operating a personal computer with strong proficiency with Microsoft Office and other software applications.

Education, Experience, Certifications and Licenses:

- Bachelor's Degree from an accredited college with major coursework in public or business administration, homeland security, emergency preparedness, or a related field. Bachelor's Degree in Business Management, Public Administration, or Emergency Management is highly desirable.
- Two years of emergency management program, public safety, or community grant and assistance experience OR
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

- Under fill of the position can be considered based upon the number of available applicants and the willingness of applicants to obtain education to suffice program needs. (This may require travel and an initial investment of awarded grant funding to support educational needs for the position)
- Possession of a valid driver's license and ability to obtain and maintain a State of Nevada driver's license and maintain a safe driving record.

Special Requirements:

- Must be willing to reside within Churchill County after being hired
- Must be accessible and able to respond to the Churchill County Administrative Complex within 30 minutes.
- May be required to attend out-of-town training and/or meetings requiring travel by car, plane, or other means of transportation.

Environmental Factors and Conditions/Physical Requirements:

- Works is typically performed in indoor office environments, along with some outdoor environments with intermittent to occasional exposure to unpleasant elements such as vibrations, noise, dust, fumes and odors, dampness, noise levels or extreme weather conditions including heat, rain, snow, cold, wind, and dust.
- Visual acuity sufficient to read gauges and observe conditions at disaster sites in a variety of lighting conditions, including bright light, low light, and low visibility conditions.
- Corrected hearing and vision to normal range.
- Spend extended periods of time operating computer terminals and keyboards.
- Oral communication ability.
- Potential exposure to dangerous chemicals.
- Occasional work in confined areas.
- Work is typically performed independently.
- Frequent interruptions of planned work activities by telephone calls, office visitors, and response to unplanned events.
- Subject to standing, walking, sitting, bending, reaching, kneeling, climbing ladders, and lifting objects up to 50 pounds.

Equipment and Tools Utilized:

- Special Equipment includes computerized and conventional office equipment, calculator, radios and other communication equipment, and motorized equipment and vehicles.