



## GRAND TRAVERSE COUNTY, MI EMERGENCY MANAGEMENT COORDINATOR JOB DESCRIPTION

<b>Title:</b>	<b>Emergency Management Coordinator</b>
<b>GENERAL SUMMARY</b> <p>Primary function of the job is to coordinate emergency management, disaster preparedness, and recovery assistance for the County and serves as the official Emergency Management Coordinator for the County. Responsibilities include management of department budget and staff under PA390.</p> <p>Employees must meet the minimum requirements, conditions of employment, and be able to perform successfully all essential duties and responsibilities with or without reasonable accommodations.</p> <p>This position may require irregular hours. It may also require travel by the employee in the employee's own vehicle. May be required to work on-call in an emergency.</p>	
<b>PRIMARY DUTIES AND RESPONSIBILITIES</b> (may include but are not limited to the following) <ul style="list-style-type: none"><li>• Develops and implements plans for the use of facilities, equipment, manpower and other resources, including governmental and private services necessary for protection of the health, safety, and welfare of the public in a disaster, and maintains a comprehensive emergency response plan.</li><li>• Oversees activities of the emergency management program to ensure compliance with applicable eligibility requirements for state and federal aid.</li><li>• Coordinates Homeland Security planning activities for the County, including the coordination of drills and exercises to be carried out in preparation for emergencies, developing and/or implementing exercises and drills to ensure involved agencies and departments are aware of their responsibilities and functions in an emergency and to help identify potential flaws in emergency operations plans.</li><li>• Collaborates with a variety of committees to coordinate the utilization of Homeland Security grants for training, equipment, and enhanced response capabilities.</li><li>• Maintains relationships with state and federal agencies and the agencies of surrounding political subdivisions to insure the effective coordination of emergency preparedness plans.</li><li>• Participates in and/or reports to a variety of meetings, committees, professional associations, Boards, and/or other related groups.</li><li>• Establishes, maintains, tests, and evaluates the operation system of the Emergency Operations Center for response.</li><li>• Develops standard operating procedures and policies to accommodate the Emergency Operations Center.</li><li>• Prepares and monitors program funding and budget, reviews and approves expenditures, and identifies and reports potential financial overruns and variances at an early stage.</li></ul>	
<b>EDUCATION, FORMAL TRAINING, AND EXPERIENCE</b> (minimum requirements) <ul style="list-style-type: none"><li>• Bachelor's Degree in Emergency Management or directly related field</li><li>• Two to four years of experience coordinating emergency planning, public policy, program planning, public health or resource distribution or military medical experience in planning for or providing contingency medical services</li><li>• Master's degree in directly related field may substitute for one year of experience.</li></ul>	



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### **CERTIFICATIONS, LICENSES** (minimum requirements)

- Professional Emergency Manager Certification
- Requires a valid driver's license and personal vehicle insurance and must maintain eligibility to drive as per the County's Vehicle policy.

### **CONDITIONS OF EMPLOYMENT** (minimum qualification - legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

A background check may be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include, but is not limited to: confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

May be required to serve in an "on-call" capacity

### **DISTINGUISHING CHARACTERISTICS**

Work involves the origination of models, concepts, theories that are new to the field, and where no prototype exists in the overall organization and few, if any guidelines exist. Leadership judgment, and risk management skills are needed to deal with largely undefined issues or to find solutions to unyielding problems. Errors at this level could lead to the loss of life or major harm or life impairment.

This job is not part of a series.

### **PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS**

- May be required to climb or balance; reach with hands and arms; sit; stand; stoop, kneel, or crouch; talk and hear; smell; use hands to finger, handle, or feel.
- Position occasionally works in an outdoor environment with exposure to weather-related heat and cold, rain, wind, and related elements.
- May occasionally be required to lift/move up to 50 pounds.

### **KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES** (minimum requirements)

- Proficiency in English grammar, spelling, punctuation, and simple mathematical functions such as addition, subtraction, multiplication, division, percentages, ratios, etc.
- Knowledge of generally accepted accounting and bookkeeping principles
- Specialized knowledge of theory and practices related to emergency management and preparedness
- Knowledge and ability to use a personal computer to prepare reports, maintain records, search for and compile data
- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers, and representatives of other agencies.
- Knowledge of basic supervisory and employee management principles.
- Knowledge of applicable employee rights, protections and avenues of appeal



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- Knowledge of applicable policies and procedures governing the hiring, employment and separation of employees
- Skill in assigning, prioritizing, monitoring, and reviewing work assignments
- Skill in mentoring and training employees with varying educational backgrounds and aptitudes
- Skill in anticipating potential personnel issues and taking appropriate action
- Ability to understand managerial policies and prioritize the needs of the unit.
- Appropriately and effectively represent the County at a variety of community events and activities in support of positive public relations initiatives, and develop liaison relationships between the community and the County.
- Skill in researching and resolving problems in order to ensure compliance
- Ability to interpret and explain complex policies, processes, regulations, and applicable laws in layman's terms
- Ability to consistently demonstrate sound ethics and judgment
- Ability to think analytically and apply sound judgment, solve problems, make effective decisions, and act with integrity
- Ability to comprehend, process and apply both verbal and written skills appropriate to the job
- Ability to facilitate meetings effectively and efficiently
- Ability to plan, implement and evaluate strategic emergency management plans
- Ability to accurately organize and maintain paper documents and electronic files
- Ability to maintain the confidentiality of information and professional boundaries
- Ability to use County resources effectively and efficiently