

**CITY OF OVERLAND PARK
POSITION DESCRIPTION**

TITLE: Emergency Management Coordinator
DEPARTMENT: City Manager's Office
DIVISION: Emergency Management
REPORTS TO: City Manager
FULL-TIME: XXX PART-TIME: TEMPORARY:
REPLACES:

BAND/LEVEL: Prof IV
JOB NO: 5175
DATE: 11/2016
FLSA STATUS: EX
COST CENTER: 120
LAST REVISED: 3/07/2012

JOB SUMMARY STATEMENT:

Plans, organizes, implements, and communicates the emergency management program for city-wide preparedness and response to natural or man-made emergencies. Serves as the City's liaison on emergency preparedness issues; reviews and updates emergency management plans and procedures; coordinates training programs and emergency operations drills; assists departments with emergency and mitigation plans; manages grant application and administration; and administers submittal process for Federal and State reimbursement claims for City's costs during emergency operations.

DUTIES AND RESPONSIBILITIES:

1. Provides staff support to the City Manager to coordinate actual or potential emergency preparedness or response efforts.
2. Reviews and analyzes emergency management plans; makes recommendations to revise, update and improve plans to effectively handle disasters or major emergencies; develops new plans as needed; and ensures plans are current and conform with federal, state and county requirements.
3. Revises, updates, and/or develops city-wide emergency management standard operating policies and procedures.
4. Maintains necessary liaisons and coordinates cooperative activities with other municipal, county, district, regional, state, federal and other homeland security and disaster relief organizations.
5. Coordinates and manages the operations of the Emergency Operations Center (EOC) to ensure the Center is organized for maximum effectiveness of staff participating in disaster exercises and actual disaster events. Oversees physical plant conditions of the EOC; coordinates with City Manager, Information Technology or Facilities Management as required.
6. Plans, manages, and conducts emergency response training exercises involving multiple city departments, outside agencies, and local, state, and federal government personnel. Audits and evaluates departmental readiness to respond to EOC exercises and disasters.
7. Coordinates mutual aid responses and requests; assists in the overall management of emergency response and recovery operations; works cooperatively with Mid-America Regional Council (MARC) and other agencies and jurisdictions.
8. Applies for and administers state, federal, civic, and other grants relating to Homeland Security and/or Disaster Preparedness including researching grant opportunities, supervising or performing grant writing activities, and monitoring grant commitments against actual activities and documenting stated accomplishments.
9. Administers the process for submitting federal and state reimbursement claims for City's costs during and after emergency operations.
10. Develops annual operating budget; manages budget execution.

Title: Emergency Management Coordinator
Cost Center: 120
Date: 11/2016
Page 2

11. Conducts risk and threat assessments, works with and advises city departments on their emergency plans and coordinates interdepartmental activities.
12. Represents the City on various internal and external task forces and committees through attendance at meetings, exercises, and development of necessary mutual aid agreements.
13. Develops educational and community outreach programs to inform citizens on overall emergency preparedness, works closely with volunteer, community, and business groups. Assists in the preparation of emergency press releases.
14. Reviews county, state and federal proposed legislation and provides recommendations.
15. Oversee the City's Outdoor Storm Warning System to include daily and monthly testing, maintenance, updating the Capital Improvements Program for new locations and equipment replacement recommendations, and coordinating communications with Johnson County Emergency Management.
16. Monitors developing weather conditions which may impact the City, making appropriate notifications as warranted and being able to activate the EOC to an appropriate response level. Manages the city-wide contract for weather forecasting.
17. Assists in developing and reviewing both Department and Citywide business continuity plans.

The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with which interaction is required to accomplish work and employer goals. Must be available and in communications with City leadership on a 24/7 basis.

The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

- Bachelor's degree in Emergency Management, Public Administration, Criminal Justice, Business Administration, or a related field of study. Master's degree in related field is preferred.
- Must possess a valid driver's license and maintain an insurable driving record.
- Must possess certificate for ICS 100, 200, 300, 400, 700, 800
- Must possess certificate for FEMA Homeland Security Exercise & Evaluation Program (HSEEP); Master Trainer Program and/or Master Exercise Practitioner; or be eligible to obtain within 36 months of hire.
- Additional FEMA courses are desirable.
- A Certified Emergency Manager (CEM) certification is required within five years from date of hire.

Title: Emergency Management Coordinator
Cost Center: 120
Date: 11/2016
Page 3

EXPERIENCE:

- Five years of experience in emergency/disaster management to include emergency planning, implementation of plans and procedures, training and exercises and emergency communications.

SKILLS:

1. Emergency planning and operations' management
2. Coordinating disaster recovery operations
3. Operating Emergency Operations Center.
4. Effective oral and written communication skills
5. Requires proficiency in spreadsheet and word processing software applications
6. Effective listening skills
7. Effective interpersonal skills
8. Organization and presentation skills
9. Leadership skills
10. Training & exercise development
11. Basic understanding of weather systems

MENTAL REQUIREMENTS:

1. Knowledge of local, state and federal laws, regulations and directives relating to emergency planning and preparedness.
2. Knowledge of departmental policies and procedures.
3. Ability to establish and maintain effective working relationships
4. Ability to evaluate emergency situations and recommend courses of actions.
5. Ability to recognize and protect confidential information.
6. Ability to act quickly and calmly in emergency situations.
7. Abstract and logical reasoning.
8. Ability to train and guide others.
9. Ability to organize and retrieve data effectively.
10. Alpha and numeric recognition.
11. Ability to meet deadlines.

PHYSICAL REQUIREMENTS:

1. Hand and eye coordination adequate to input computer and operate office equipment.
2. Ability to identify and distinguish colors.
3. Visual stamina and acuity adequate to review alpha/numeric data.
4. Ability to attend/conduct meetings and be attentive for extended periods of time.
5. Ability to make and receive phone calls.
6. Ability to speak clearly.
7. Ability to operate City vehicle.
8. Ability to work extended hours for an extended period of time.

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

- Volunteers
- Qualified CERT personnel

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.