



CLASS SPECIFICATION FOR:

Emergency Management Coordinator

General Statement of Duties:

Performs complex hands-on professional and administrative work coordinating emergency planning, mitigation, preparedness, response and recovery services for the County and in collaboration with County Departments; responsible for the day-to-day activities related to the County's Emergency Operation Plans (EOP) and assisting Departments' with developing and maintaining Continuity of Operations Plans (COOP); coordinates outreach and education to ensure ongoing preparedness for man-made or natural disasters, and to keep citizens informed during an emergency incident; does related work as required.

Distinguishing Features of Class:

This is a single position job classification assigned to the Division of Fire. Primary duties include the evaluation and periodic update of the County's EOP and related plans and protocols; coordinating emergency planning for the County with the assistance of an assigned staff member and in collaboration with other County departments' staff; providing day-to-day oversight and coordination of the County's preparedness, prevention, response, recovery and mitigation capabilities through long-term planning for man-made and natural emergencies and disasters; coordinating the Emergency Operations Center (EOC) operational and exercise efforts with all County departments, other local, state and federal agencies and private organizations; coordinating EOC and other necessary logistics for man-made and natural disaster responses; coordinating National Incident Management System (NIMS) and other training sessions, which may include facilitating training sessions, and ensuring all current County employees meet training requirements; coordinating data collection, management, reporting and reimbursement submissions for FEMA and other funding/recovery sources; and supervising assigned staff. Work is performed independently under general supervision from the Deputy Fire Chief of Community Risk Reduction, with general direction or broad instruction given for special assignments. This position routinely uses expertise and discretion to research and resolve, or recommend resolution, of a wide variety of complex problems or questions, with unusual or administrative issues referred for the necessary approvals. The County Manager is the County's Emergency Management Director. During activation of the EOC this position may report directly to the County Manager.

Examples of Assigned Duties (*illustrative of the types and scope of duties and responsibilities assigned to positions in this class*):

- Leads the County's disaster preparedness efforts by reviewing and maintaining the County's Emergency Operations Plan (EOP) and collaborating with County Departments' staff to prepare and maintain continuity of operations plans (COOP);
- Plans, develops, and directs Countywide emergency operations exercises;
- Coordinates County departments' participation in regional and statewide programs and exercises;
- Coordinates the training of all levels of County employees on all phases of emergency management and ensures all County personnel are fully trained as required by NIMS, FEMA and other relevant State and Federal agencies and/or funding sources;
- Manages the logistics and operations of the County's EOC;
- Coordinates pre-event and post-event disaster recovery operations, damage assessments and mitigation programs, including, but not limited to, planning, preparation and submission of financial records, completion and submission of reports, documentation and coordination of follow-up activities;
- Manages and/or assists in administration of federal grant and emergency response reimbursement programs such as: NIMS, FEMA, Compliance Officer, Exercise and Training, Regional Planning, etc.;
- Develops and facilitates emergency management outreach to foster community partnerships and relationships between County departments, local businesses, non-profit organizations, community groups, and other local jurisdictions;
- Reviews and assesses emergency and evacuation plans of various business, medical facilities, senior care, assisted living and child care centers for effectiveness and compliance with applicable regulations and the County's EOP, and collaborates with contacts to make appropriate recommendations for changes as needed;
- Fosters collaborative departmental relationships and serves as a primary liaison with community and business leaders and groups, and the general public with regard to emergency communications and management activities;
- Facilitates training for Henrico County's Community Emergency Response Team (CERT) program;
- Creates and coordinates the development of emergency response plans for local special events, and assists with the creation, coordination and implementation of regional emergency response plans for special events;
- Coordinates and collaborates with the emergency services personnel in other localities and major institutions in the region for emergency planning and response, including participation in joint exercises;
- Serves as the County's primary designated Emergency Response Coordinator to the VA Department of Emergency Management (VDEM) and the Federal Emergency Management Agency (FEMA), and represents the County on various local and regional emergency response committees, businesses and citizen groups;

G.A.T.0017

Career Code:

Date of Last Revision: 15-Mar-2019

NOTE: This is a class specification and not an individualized position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification and is not intended to describe and does not necessarily list the essential job functions for a specific position in a job classification.



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Emergency Management Coordinator

- Prepares and submits an annual budget for the necessary approvals, manages activities within approved budget;
- Supervises assigned staff, includes providing technical assistance and guidance;
- Serves on various committees as assigned and handles special projects as assigned;
- Maintains a thorough working knowledge, understanding and consistently accurate interpretation and application of State and Federal emergency management regulations and protocols, and ensures the County's and departments ongoing compliance;
- Performs other duties as assigned.

Required Knowledge, Skills and Abilities:

Thorough knowledge, understanding and consistently accurate interpretation and application of State and Federal emergency disaster and emergency management regulations and protocols; sound working knowledge of data collection, management and reporting practices related to EOC operations, COOP, FEMA and other man-made and natural emergencies and disasters reimbursement or funding source requirements; demonstrated ability to read, and consistently comprehend, interpret, apply and communicate complex regulations, protocols, requirements and information accurately; sound negotiation skills to negotiate sound agreements with state and/or federal level agencies for facilitation of emergency planning and joint exercises; demonstrated ability to collaboratively research, develop, evaluate and update emergency and continuity of operations plans, both at the County and departmental levels; thorough knowledge of grant and alternative funding sources, with the ability to prepare comprehensive grant submissions and accurately manage awarded grants/funding in accordance with requirements; excellent organization skill and attention to detail with the demonstrated ability to plan and execute work efficiently in order to successfully complete assigned tasks accurately and in a timely manner within established deadlines and budgets; ability to multi-task accurately and productively; professional integrity and personal accountability; sound political astuteness; sound professional judgement, critical thinking and decision making skills with demonstrated ability to thoroughly research issues, consider and weigh a variety of relevant and complex factors and make accurate, cost effective decisions or recommendations within established policies, guidelines, requirements, protocols and budgets; strong computer skills with ability to use computer and typical business software, proprietary software and applications, and typical office equipment to complete assigned tasks within all County, State and Federal protocols; physical abilities, visual and hearing acuity sufficient to ensure the safety of self and others onsite during emergency operations and exercises; excellent data collection, management and reporting skills; excellent communication and interpersonal skills with demonstrated ability to express complex information clearly and concisely, orally and in writing, and to interact professionally with diverse audiences during emergency operations and exercises; ability to work independently and as part of a team; ability to collaborate effectively to establish and maintain effective working relationships with Department personnel, all levels of other County departments' personnel, County officials, state and federal agencies and the general public; good supervisory skills including good training skills and the ability to effectively manage workloads and competing priorities, and to foster and maintain high morale and engagement with staff; excellent customer service skills with the demonstrated ability to interact patiently, respectfully and with tact and courtesy with all internal and external stakeholders in order to appropriately manage emergency response and operations, and to adequately and appropriately address requests, needs and issues; tact; and courtesy. Must be able to positively and appropriately represent the County customers and other stakeholders. Requires the ability to work a flexible schedule outside of regular County business hours, including nights, weekends, holidays, etc.) as needed.

Minimum Education and Experience:

- Education: 4-year degree in Emergency Management or other relevant field of study, may prefer a master's degree;
Experience: Five (5) years of progressively responsible public sector emergency management experience, two (2) years previous supervisory experience preferred;

OR: Any equivalent combination of education, experience and training which provides the required knowledge, skills and abilities.

Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.
NOTE: All employees are required to successfully complete National Incident Management System (NIMS) Incident Command System (ICS) 700 (Introduction) training. Successful completion of additional NIMS ICS training courses may be required based on the job classification, level of responsibility, and department. Please refer to Fire's Intranet site for a list of NIMS ICS requirements by job classification.

- Valid driver's license to perform assigned duties at various locations Countywide.
- All required National Incident Management System (NIMS) certifications, including the Certificate of Incident Command Systems training 100, 200, 300, 400, 700, and 800. NOTE: If the successful candidate does not possess these requirements at time of hire, s/he will be required to obtain all training and certifications within twelve (12) months of date of hire.