



EMERGENCY MANAGEMENT COORDINATOR/PLANNER

General Statement of Duties

Performs advanced technical work, coordinating, managing and planning for an emergency management program and leading the response and recovery to emergency incidents.

Distinguishing Features of the Class

Employee in this class serves as the Emergency Management Coordinator/Planner for programs as directed by the Emergency Services Director requiring the employee to possess a variety of technical and detailed, operational knowledge and the ability to fulfill administrative supervisory functions. Work involves a broad scope of public contacts and considerable independent initiative and good judgment. Work will include frequent contact with the public and agencies which requires tact in obtaining necessary information. Employee is responsible for overseeing employees and coordinating operations for and between emergency communications, fire departments, law enforcement agencies, EMS, rescue, Emergency Management, Highway Patrol, Animal Control, National Park Service, county departments, non-governmental organizations and all other partners and cooperators. Employee will work with various boards and commissions, such as the Fire & EMS Commission, Local Emergency Planning Committee, and other various local, regional and state committees to establish and maintain protocols and departmental policies as directed by the Emergency Services Director. Employee is responsible to ensure that staff performs duties in accordance with departmental policy and state and federal law, supplemented with specific directions from supervisory personnel. Work is performed under the general supervision of the Emergency Services Director and evaluated through observation, discussion and review of reports.

Duties and Responsibilities

Essential Duties and Tasks

- Plans, directs and administers the Emergency Management Program, Emergency Operations Plan (EOP) and related plans.
- Reviews, writes, modifies, implements and/or develops current and new plans and operating procedures as needed.
- Provides emergency management technical and operational guidance to staff.
- Serves as liaison between local, state and federal emergency response agencies.
- Assists in the coordination of the purchasing and maintenance of equipment.
- Assists in coordinating required meetings for oversight groups or committees to review current laws and regulations; including the Department of Homeland Security, NC Division of Emergency Management, and others.
- Organizes and administers emergency management focused training and exercises; manages corrective actions/lessons learned program.
- Responsible for ensuring the use of emergency management critical incident data and tracking

software systems by staff.

- Makes presentations to a variety of committees, civic groups and the general public.
- Assists county/municipal/private/non-private entities with emergency and disaster plans and procedures.
- Represents the Department at various countywide and state emergency management meetings.
- Responds to complaints, questions and requests for information regarding services.
- Assist with the development of a department/program operating budget.
- Maintains and provides records for customers and departments to identify trends and implications and support data for budgeting justifications and organizational strategic planning to provide and improve customer services. Attends seminars, conferences, workshops, etc. and reviews professional literature as appropriate to enhance and maintain knowledge of trends and developments in fields of emergency services response and management.

Additional Job Duties

- Performs related duties as required.

Knowledge, Skills and Abilities

- Working knowledge of the practices of emergency management at the local level
- Knowledge of emergency management authorities, guidelines and requirements.
- Thorough knowledge of the operation of an Emergency Operations Center.
- Comprehensive knowledge of budgeting and administration management.
- Ability to communicate and work with customers and employees.
- Ability to interpret, explain and apply a wide variety of policies, procedures and regulations.
- Ability to prepare reports and make effective public presentations.
- Ability to react quickly, effectively and professionally in emergency situations.
- Display strong leadership and supervisory skills along with the ability to train others.
- Skill to assess people and situations, apply sound judgment, to remain calm under stressful conditions.
- Ability to type with a thorough knowledge of office and special purpose computer applications used for emergency response and disaster management.
- Ability to speak and write clearly and distinctly.
- Ability to communicate in oral and written form.

Physical Requirements

- Work requires the regular exertion of up to 10 pounds of force and occasional exertion of up to 50 pounds of force.
- Work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires sitting, standing and walking.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires standard vision requirements.

- Work requires preparing and analyzing written or computer data.
- Work frequently requires exposure to outdoor weather conditions and occasional exposure to toxic or caustic chemicals.
- Work is generally in a moderately noisy location (e.g. business office, light traffic).

Desirable Training and Experience

Graduation from a four-year college with a degree in emergency management, business or public administration and moderate experience in emergency management; or an equivalent combination of education and experience.

Special Requirements

Possession of a valid North Carolina driver's license upon hire.

Possess ICS 100, 200, 700, 800, 300 and 400 certifications.

Position requires occasional overnight travel to conferences and training sessions.

Obtain Associate within two years or Executive N.C. Emergency Management Certification within four years of employment or obtain Certified Emergency Manager from IAEM within four years of employment.

Carteret County
2014

Special Note: This generic class description gives an overview of the job class, its essential job functions, and recommended job requirements. However, for each individual position assigned to this class, there is available a completed job questionnaire with a physical abilities checklist which can give further details about that one specific position. Those documents should be reviewed before initiating a selection process. They can provide additional detailed information on which to base various personnel actions and can assist management in making legal and defensible personnel decisions.