



City of Aurora JOB DESCRIPTION

TITLE: EMERGENCY MANAGEMENT
COORDINATOR
DEPARTMENT: Fire
LABOR GROUP/PAY PLAN: Executive Pay Plan
LOCATION: Fire Department

JOB CODE: 221
SALARY GRADE: E15
FLSA STATUS: Exempt
EFFECTIVE: 1/7/2019

Definition

Under the direction of the Fire Chief or their designee, develops and coordinates City emergency programs, outlines various emergency conditions, and coordinates the planning of all departments and volunteer groups of the Aurora Emergency Management Agency.

Physical Demands and Equipment

Performs duties in an indoor office setting. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually quiet. The position requires the use of various office equipment including a computer, telephone, copy machine, and fax machine.

Essential Functions of the Job

1. Consults with cooperating agencies such as police, fire personnel and other emergency services, to coordinate efforts and define areas of jurisdiction.
2. Develops and coordinates operational procedures.
3. Prepares budgets to control costs and to allocate funds in accordance with provisions and agency charter.
4. Pursues grant opportunities and provides required.
5. Responsible for reviewing and approving forms, reports and correspondences with regards to EMA.
6. Communicates with federal, state, and local officials on agency matters and provides information to the public.
7. Arranges and schedules agency staff and volunteers in skills required to provide services.
8. Requisitions and arranges for maintenance of equipment such as two-way radios, local agency equipment and EMA vehicles.
9. Assists in providing warnings and survival information to communities before, during, and after community emergencies.

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10. Work with Special Events to develop IAPS for events.
11. Directs activities of staff. Assigns paid or volunteer workers to duty during simulated or actual emergencies.
12. Reviews and recommends alterations in local emergency planning to coordinate with changes in economic character of community and to meet the changes in State and/or Federal requirements.
13. Coordinates services to disaster victims.
14. Maintains liaison with area emergency management organizations to assist them in developing and furthering their programs.
15. Conducts annual review of Emergency Management Ordinance.
16. Attends meetings, seminars and training programs related to position.
17. Develops multi-year training and disaster exercise schedules.
18. Schedules NIMS training for city employees and ensures proper record keeping procedures for all EMA training.
19. Maintain up to date Aurora's Emergency Operation Plan.
20. Develops and oversees communication plans to inform Aurora's citizens of emergencies.
21. Performs other duties as required or assigned.

Required Knowledge and Abilities

- Knowledge and ability to understand and enforce applicable state and local laws and ordinances pertaining to Emergency Management.
- Successful track record of managing financial aspects of a public agency.
- Proven ability to develop and lead workplace teams and achieve measurable results.
- Demonstrated ability to communicate and work with community members and leaders, business leaders, elected officials and other stakeholders on Emergency Management and/or policy issues.
- Demonstrated proficiency in oral and written communication.
- Demonstrated proficiency in planning, developing, implementing and evaluating public programs.
- Skilled practitioner of management in areas such as time management, goal setting, decision making, working under pressure and deadlines, coaching and mentoring staff and supervisors, and complex problem solving.
- Proficient in the use of personal computers and Microsoft Office.

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- Requires ability to direct and supervise the activities of subordinate personnel.
- Requires working knowledge of the geography of the City of Aurora.

Qualifications for Hire

- Bachelor's Degree in Business Administration or Public Safety.
- Three years of progressively responsible professional emergency management experience.
- Must acquire Emergency Management certification within two years of date of hire.
- Requires a valid driver's license.
- Supervisory experience preferred.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by an employee assigned to this position and are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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I, _____, acknowledge that I have received a copy of my job description. The description of EMERGENCY MANAGEMENT COORDINATOR describes the duties for employment in this position. I acknowledge and understand that this is not a contract of employment. I understand that I am responsible for reading this job description in its entirety and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions

I understand that the physical demands described are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions by contacting the Human Resources Department.

The City of Aurora is an Equal Opportunity Employer.

Applicant/Employee Signature

Date