Job Description

Job Title:	Emergency Management Coordinator	Classification:	Classified
Department:	Fire	Grade:	310
Occupational Group:	Public Safety Support and Security	FLSA:	Exempt
Status:	Full-Time	Supervisory:	Yes

Primary Purpose

Under limited supervision; plans, coordinates, and evaluates disaster response plans, activities, and training for the City of Joplin and Jasper County.

Essential Job Functions

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.

1. Develops/updates a master disaster response plan for the City of Joplin and Jasper County.
2. Assists school officials, business owners, and officials of business/industry in preparing individualized disaster response plans that will minimize the impact of natural/manmade disasters on their organizations, facilities, and staff; develops and conducts training sessions regarding preparedness for, response to, mitigation of, and recovery from disaster/emergency conditions.
3. Develops and presents training/informational seminars for the public covering a variety of topics, including tornado/earthquake safety, flood safety/response, and response to a variety of incidents involving hazardous materials.
4. Answers questions regarding general policies, procedures, and guidelines for preparing for or responding to a variety of emergency/disaster situations; prepares/distributes informational packets/brochures regarding emergency preparedness; participates as a member of the Local Emergency Preparedness Committee to facilitate identification of hazardous materials locations and transportation routes.
5. Works with the Missouri Emergency Response Commission and related organizations.
6. Compiles information for and prepares financial and activities reports for review by officials in the City of Joplin, Jasper County, SEMA, and FEMA.
7. Responds to emergency/disaster situations, including severe weather situations and hazardous material-oriented incidents by operating the Emergency Communications Center to manage communications activities and answer questions; maintains City/County emergency preparedness inventories, including communications equipment in readiness.
8. Analyzes needs and directs the procurement and distribution of facilities, services, and equipment required to carry out a comprehensive emergency management program.
9. Secures technical and financial assistance available through other state and federal programs.
10. Contributes effectively to the Fire Department, communicates effectively with co-workers, both within the Fire Departments well as outside the department. Maintains satisfactory attendance to ensure duties are performed without negatively impacting co-workers or delivery of service to the public.
11. Coaches and develops direct reports by providing regular feedback regarding employee performance. Provides timely and constructive feedback through the formal evaluation process.
12. Addresses employee performance concerns in compliance with established policies and procedures. Participates in the disciplinary process by providing critical input prior to the Department Director

issuing a final recommendation for disciplinary action in compliance with the City's policies and procedures.

13. Receives critical input from appropriate supervisors and managers before making final hiring or promotional decisions. Ensures departmental hiring and promotional processes are conducted in coordination with and approved by Human Resources. Verifies budgetary approval before proceeding with recruitment or promotional processes and implementing the final hiring decision.
14. Develops and manages the division's annual budget and serves as the subject matter expert for divisional budget requests included in the departmental budget. Reviews and recommends budget expenditures for non-personnel costs, to the Department Director to ensure spending is minimized and services are maximized throughout the fiscal year, in compliance with the City's purchasing policies and procedures, and are authorized in the budget.

Other Duties

- Attends and participates effectively at departmental staff meetings.
- Maintains the confidentiality of files, records, and reports as required by law, City policy, and procedures.
- Performs other duties as assigned.

Minimum Qualifications

Knowledge of: Emergency preparedness and disaster response procedures and practices, including plan development, implementation, communication systems, evacuation and transportation route planning; principles, methods, and techniques of appropriate transportation and storage of hazardous materials; geography and geology of the City of Joplin and Jasper County; management principles and techniques regarding program development, management and evaluation; computer system applications; Microsoft Office Suite.

Skill in: Establishing and maintaining effective working relationships with community and business leaders, State, and Federal emergency and disaster response staff, City officials, County officials and the public; developing and evaluating plans for responding to emergency and disaster situation; coordinating and managing a City and County emergency preparedness and disaster response-oriented operation; developing a presenting a variety of adult education seminars and classes; Microsoft Office Suite.

Education: Graduation from an accredited college or university with a Bachelor's degree in Emergency Management, Public Administration, or related discipline.

Experience: Three years of full-time emergency preparedness, disaster response, or closely related work experience is required.

Licenses and Certifications: Possess and maintain a valid state issued driver's license.

Physical Demands Requirements and Working Conditions

This is primarily an office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve

and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds.

Employees generally work in an office environment with moderate noise levels and controlled temperature conditions. Occasional field work may be required including response to emergencies which may include dangerous conditions, exposure to outdoor elements, hot and cold temperatures, and temperature swings. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam, and drug test as a condition of employment with the City of Joplin. Complete and maintain training requirements for Haz-Mat, Department of Homeland Security National Incident Management Systems, and annual training required by FEMA and SEMA.

Revision Date: 11/01/2021	Type of Change: Update position
Revision details: City-wide job description revision and updates.	