

**TOWN OF GILBERT  
CLASS SPECIFICATION**

**Emergency Management Coordinator**

<u>CLASS SERIES</u>	<u>BAND/GRADE/SUBGRADE</u>	<u>FLSA STATUS</u>
Non-Sworn Public Safety	C44/C51	Exempt

**CLASS SUMMARY:**

This class is a stand-alone class in the Non-Sworn Public Safety series. Incumbent performs professional level work in developing, coordinating and implementing a Town-wide Emergency Management program including mitigation, preparedness, response and recovery. Incumbents are responsible for developing plans and programs; developing, coordinating and delivering training; serving as a liaison with applicable public and private sector stakeholders; preparing and managing grants; and participating in the development of strategic and operational plans.

**ESSENTIAL DUTIES:**

*This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.*

**PERCENT OF TIME**

Actively participates and accomplishes organizational, departmental and workgroup goals and objectives.	Daily 100%
Exhibits a service orientation toward internal and external customers and maintains productive working relationships.	Daily 100%
Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations. Oversees the emergency response volunteer team and administration of public education programs.	Daily 10%
Develops and coordinates the Emergency Management program. Oversees and manages the Emergency Operation Center (EOC) ensuring operations planning and preparedness for emergency response. Oversees system compliance and applies disaster response and recovery during an emergency or exercise. Facilitates the review of incidents and exercises to identify best practices and develop improvement plans.	Weekly 15%
Integrates and coordinates the emergency management program of mitigation, preparedness, response and recovery using a community based approach. Engages, collaborates, coordinates and communicates with internal departments, community resources and other stakeholders in providing information on emergency management, resolving problems and responding to requests.	Weekly 15%

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Provides and coordinates emergency training programs, EOC drills and instruction in disaster preparedness, emergency operations and recovery procedures. Advises and supports internal departments with emergency planning and coordinating interdepartmental activities to ensure effective emergency response.	Weekly 15%
Serves as a liaison and representative on emergency management issues with federal, state, county, and local jurisdictions. Researches and maintains awareness of issues and developments. Participates in the development of strategic and operational plans. Prepares budget related reports and projections.	Weekly 15%
Manages and coordinates special programs and projects, including grants, related to emergency management. Works with health departments and agencies, maintains awareness of public health issues and incidents, and coordinates activities related to the medical response program.	Weekly 15%
Performs other duties of a similar nature and level as assigned.	As Required

**TRAINING AND EXPERIENCE:**

Bachelor’s Degree in Emergency Management, Public Administration or related field and 3 years of emergency management administration and development experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**LICENSING/CERTIFICATIONS:**

- Valid Arizona Driver’s License

**KNOWLEDGE OF:**

- Emergency preparedness and response practices;
- Supervisory principles, practices and techniques;
- Mathematical principles;
- Grant management principles;
- Modern office equipment.

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**SKILL IN:**

- Supervising, monitoring and evaluating staff;
- Implementing deductive reasoning;
- Influencing;
- Applying good judgment;
- Building consensus;
- Utilizing a computer and relevant software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

**ADA AND OTHER REQUIREMENTS:**

Positions in this class typically require: reaching, standing, walking, fingering, feeling, talking, hearing, seeing and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Incumbents may be subjected to operating a motor vehicle, moving chemicals, oils, blood and bodily fluids, extreme temperatures, and travel.

**WORKING TITLES WITHIN CLASS SPECIFICATION:**

Emergency Management Coordinator – C44

**NOTE:**

*The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.*

**CLASS HISTORY INFORMATION:**

*Draft prepared by Fox Lawson & Associates LLC (BS)*

*Date: (10/12)*

*Draft finalized by Gilbert Human Resources (TT)*

*Date: (05/13)*