

EMERGENCY MANAGEMENT COORDINATOR

SUMMARY:

Under general direction, performs administrative and technical work in the development, implementation and coordination of the City's Emergency Management Program; coordinates and acts as liaison for the City's disaster recovery efforts; oversees the disaster training, exercises and public awareness programs; and performs related duties as assigned.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

DUTIES AND RESPONSIBILITIES: *(which are **not** in any hierarchical order)*

1. Plans, directs and administers the Emergency Management Program, the Comprehensive Emergency Management Plan, and related plans and procedures.
2. Acts as a liaison with other municipalities, county, state, federal and other emergency management organizations.
3. Maintains a functioning 24-hour emergency operations center.
4. Reviews, changes and/or develops current and new plans and procedures as needed.
5. Organizes disaster drills and exercises. Reviews results and makes improvements.
6. Conducts training and public information presentations for city employees and general population.
7. Serves as municipal representative for various state and countywide emergency management meetings.
8. Assists city departments with emergency and disaster plans and procedures.
9. Keeps up to date with emergency management issues and provides information to city departments as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the laws and regulations governing emergency management.
- Knowledge of emergency and/or disaster planning principles and practices.
- Knowledge of departmental policies and procedures.
- Skill in managing and coordinating disaster recovery operations.
- Skill in both verbal and written communication.
- Skill in the use of a computer and related software.
- Ability to establish and maintain effective working relationships.
- Ability to analyze information under emergency operating conditions and directing the course of action to be taken.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves moderate work generally in an office setting. There is frequent need to walk, sit, talk or hear, use hands to finger, handle or feel and perform other similar actions during the course of the workday. The City of West Palm Beach promotes a drug/alcohol free work environment through the use of mandatory pre-employment drug testing.

MINIMUM QUALIFICATIONS: Bachelor's degree from an accredited college or university with a major in Emergency Management, Public Safety, Public Administration or a related field and three (3) years of disaster and emergency planning experience, or any equivalent combination of training and experience. Certification as an Emergency Manager is preferred.