

CITY OF ORTING

JOB DESCRIPTION

Job Title: Emergency Management Coordinator

Department: Administration

Reports to: Police Chief

Last Review Date: 2/29/2024

SUMMARY DESCRIPTION

Under the supervision of the Police Chief, the Emergency Management Coordinator performs program support for the City of Orting and East Pierce Interlocal Coalition for Emergency Management (EPIC). This is a part-time non-represented, non-Civil Service position. A typical work week is 20 hours with a flexible schedule to accommodate evening and weekend meetings, and events as required.

ESSENTIAL DUTIES

Duties may include, but are not limited to the following:

1. Research and collect data and information in support of developing the emergency plans.
2. Assist management with the planning phase of projects and assignments
3. Perform technical writing in the drafting, editing and finalizing of a variety of emergency plans, including Crisis Management Plan, Continuity of Operations Plan, and other disaster related response, mitigation and recovery plans in support of the City of Orting and neighboring jurisdictions
4. Set up meetings, trainings, and presentations, and coordinate public education materials, related to the Emergency Management Plan and other disaster related response, mitigation and recovery plans in support of the City of Orting and neighboring jurisdictions.
5. Collaborate effectively with all city departments and representatives of neighboring jurisdictions in the development and publishing of various emergency plans.
6. Represent the City at East Pierce Interlocal Coalition (EPIC) emergency management group, Pierce County Department of Emergency Management, Washington State, and FEMA; engage in activities and provide input as needed.
7. Provide program support such as meeting minutes, records maintenance, and other administrative support functions.
8. Work safely in the Emergency Operations Center, Emergency Management Office, and other locations as required.
9. Understanding of and ability to assume various roles within the environment of an active emergency operations center as defined by the FEMA ICS program as required.

10. Oversees the implementation and operation of the Code Red (or similar) emergency call system, including populating the database contact information and setting up call lists or employees. Implements messaging to employees for internal emergency notification and messaging to the community for City-wide emergency notification.
11. Tests call out systems, and public notification systems (Code Red, Emergency Alert Services, etc.) on a regular basis.
12. Keeps tools such as contact lists and EOC phone numbers updated.
13. Establish and maintain cooperative and effective working relationships with those contacted in the performance of work.
14. Attend evening and weekend meetings and activities in fulfillment of job duties.
15. Perform other duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Principles and practices of emergency management and emergency preparedness.
- Understanding of the National Incident Management System (NIMS).
- Applicable local, Federal and State codes, laws and regulations governing emergency management.
- Principles of project management, data analysis and evaluation. Principles of local governmental administration procedures.
- Effective business letter writing, report and presentation preparation. Modern office practices, procedures and equipment.
- Basic knowledge of the various emergency response agencies located throughout Pierce County and how they interact during a large-scale emergency event.
- Local hazards that may be unique to the City of Orting or its residents.

Ability to:

- Work on multiple projects simultaneously in a fast-paced and challenging Environment
- Keep emergency communications equipment updated and meeting state and federal requirements
- Build and maintain City, County and region wide partnerships.
- Implement the City's all hazard exercise program to include regular drills, tabletops, function and full-scale exercise.
- Provide leadership, guidance and training in a team-oriented emergency management environment.
- Maintain confidentiality of sensitive materials and information.
- Communicate in person, in writing or over the phone with the public and other staff courteously and professionally.
- Coordinate people and resources necessary for effective emergency response and recovery.
- Coordinate and facilitate meetings and activities with stakeholders.

- Ability to pass a criminal background check as required to access secure law enforcement facilities that contain confidential CJIS documents or information.

Education and Experience Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying.

Education/Training:

- High school diploma or GED is required.
- Two years of work experience related to emergency management program planning or related technical work.

Licenses and Certification:

- Valid Washington State driver's license
- Current FEMA Emergency Management courses that are required as part of the ICS program to successfully perform the essential functions of the position (*preferred*) or obtain certifications within six (6).

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is primarily performed in an indoor office setting with extended periods at a computer, sitting or standing. Occasional travel from site to site for attendance at meetings, including evenings. Occasional travel to emergency operations centers located throughout the region, or to the scene of an active emergency event; that may be located indoors, or outdoors, pose other unique or challenging circumstances, or may occur during off hours or during holidays.

Physical: Physical effort is needed to move, lift and carry office equipment, supplies, and materials. Basic communication skills such as talking, seeing, hearing is needed for frequent person-to-person contacts, and telephone usage. The nature of the work has frequent interruptions and contact with staff, and requires strong communication skills, and the ability to work independently on a consistent basis.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment.

Hearing: Hear in the normal audio range with or without correction.

REASONABLE ACCOMMODATIONS

Reasonable accommodations may be made in accordance with the Americans with Disabilities Act and the Fair Employment and Housing Act.

This job description does not constitute an employment agreement between the Employer and Employee and is subject to change as the needs of the Employer and

requirements of the job change. This job description is not designed to cover or contain a comprehensive listing of all activities, duties, or responsibilities that are required of the employee.

The City of Orting provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, religion, sex, sexual orientation, marital status, national origin, age, gender, disability, genetics, or status as a protected veteran.