

CITY OF MILWAUKIE

CLASSIFICATION: Emergency Management Coordinator

Department: Police

Pay Grade: 60

FLSA Status: Non-Exempt

Union Representation: AFSCME

CLASSIFICATION SUMMARY:

The Emergency Management Coordinator will plan, promote and advance emergency management programs within the City. Work effectively as part of the City of Milwaukie's emergency management team in developing and maintaining disaster preparedness programs; support the City's response to emergencies arising from any human caused or natural disaster; and facilitate and coordinate program activities with City staff and local, regional and state agency partners.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.)

1. Implements emergency management strategic plans and work plans by managing projects addressing all phases of emergency management including mitigation, prevention, preparedness, response and recovery.
2. Assesses the emergency management capabilities of the City, City departments and divisions, and emergency management stakeholders and partners; recommends strategies and actions that will improve capabilities.
3. Conducts or coordinates emergency management training.
4. Ensures compliance with local, state and federal requirements including those in the federal Stafford Act and ORS 401. Ensures eligibility for grant programs and compliance with requirements for the use of grant funds.
5. Gathers, analyzes and reports information about hazards, risks and vulnerabilities in the City of Milwaukie.
6. Develops and maintains the City Emergency Operations Plan (EOP) and Natural Hazards Mitigation Action Plan. Advises and assists City departments and other stakeholders in developing emergency plans and procedures that are compatible with the City Emergency Operation Plan and other applicable plans and procedures.
7. Coordinates the development and maintenance of the continuity of operations plans (COOP) for the City and its departments/divisions.
8. Supports the planning, conducting and evaluation of single-agency and multi-agency emergency drills and exercises.
9. Supports the maintenance and continuous improvement of the City of Milwaukie Emergency Operations Center (EOC). Ensures the readiness of the EOC.
10. Operates and maintains program equipment and systems and provides training on the equipment and systems.

Emergency Management Coordinator

11. Participates in emergency response and recovery activities including notification, EOC activation and state /federal disaster assistance activities.
12. Develops and conducts education activities for the public, city personnel and partner organizations; plans, coordinates, and speaks at public engagements, trainings and educational events.
13. Coordinates with City and Police Department Public Information Officers to inform the public of emergency management issues through multiple channels such as news releases, media events, community events, websites and social media.
14. Cooperates closely with emergency management officials from the county, state and other regional governments, cities and special districts to coordinate work efforts.
15. Serves on councils and committees in support of program goals and objectives.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Emergency Management and Incident Command Systems.

Skills and Abilities to:

- Learn and apply laws, ordinances, department rules and regulations.
- Communicate effectively orally and in writing.
- Use computer systems and programs including Microsoft Office programs such as word, excel and PowerPoint.
- Work as a team member and develop relationships with stakeholder's/partner agencies.
- Perform the essential functions of the job.

Required Education, Training and Experience

(Any combination of education and experience that has provided the knowledge, skills and abilities to perform the essential duties of this position. Prior work experience and educational requirements listed are typical ways of obtaining the required qualifications. Other equivalent combinations of education, training and experience will be considered)

- Bachelor's Degree in emergency management, business administration, public administration, communications, criminal justice or a related field and one (1) year of experience planning and coordinating emergency response programs and activities; **OR**
- Associates Degree in emergency management, business administration, public administration, communications, criminal justice, or a related field and three (3) years of experience planning and coordinating emergency responses programs and activities.

Licensing/Special Requirements:

- Must possess a valid driver's license and have an acceptable driving record.
- Successful candidates must pass a full background investigation.

SUPPLEMENTAL INFORMATION:

Tools and Equipment Used:

- All standard office equipment including but not limited to computer and printer, fax machine and copy machines; Computer software including MS based word-processing GIS applications, and spreadsheets.

Supervision:

- This position has no supervisory responsibility and reports directly to a Captain within the police department.

Working Conditions:

(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential job functions.)

- Work is performed mostly in an office setting.
- May require occasional evening meetings.
- Must be able to move and lift equipment and supplies that can weigh up to 50 pounds
- Must be available for call out in case of emergencies.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

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

Classification History:

Drafted: 1/2019
Adopted: 1/2019
Revised: