

City of Fort Worth, Texas Job Description

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| Classification Title | Senior Emergency Management Officer | | |
| Job Code: | PR2351 | Job Family: | Professional |
| Pay Grade | 611 | Date Reviewed: | 07/13/15 |
| FLSA Status | Exempt | Date Revised: | |

GENERAL SUMMARY

Leads, oversees and participates in the more complex and difficult work of employees responsible for the development and implementation of emergency operations plans; and performs a variety of technical tasks relative to assigned areas of responsibility.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Leads, plans, trains and reviews the work of employees responsible for the development and implementation of emergency operations plans.
2. Plans, directs and participates in developing procedures and emergency response plans with public schools and hospitals, and public and private agencies and organizations.
3. Trains assigned employees in their areas of work including emergency management methods, procedures and techniques.
4. Continuously monitors and evaluates the quality, responsiveness, efficiency and effectiveness of assigned emergency response programs, service delivery methods and procedures; works with employees on the continuous improvement of City services.
5. Verifies the work of assigned employees for accuracy, proper work methods, techniques and compliance with applicable standards and specifications.
6. Participates in Emergency Operations Center activities including but not limited to, emergency responses to multi-alarm fire, severe weather, flooding, or utility and power outages; reports to emergency scene as needed.
7. Prepares and presents public awareness programs to the public, civic groups, medical facilities, schools and various private organizations; encourages the development of emergency plans.
8. Periodically reviews City emergency plans and coordinates needed revisions with various divisions, departments and City or County officials.
9. Responds to public inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.
10. Ensures adherence to safe work practices and procedures.

11. Performs other related duties as required.
12. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Operations, services and activities of an emergency management program.
 - Principles of lead supervision and training.
 - Principles and practices of emergency management program development and implementation.
 - Methods and techniques of emergency response as related to multi-alarm fires, severe weather or flooding or utility and power outages.
 - Occupational hazards and standard safety practices.
 - Pertinent Federal, State and local codes, laws and regulations.
- **Skill in:**
 - Computers and applicable software.
 - Interpersonal relations.
 - Project management.
 - Organization and time management.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Lead, organize and review the work of employees.
 - Independently perform the most difficult emergency management and operational activities.
 - Interpret, explain and enforce department policies and procedures.
 - Participate in and complete the Federal Emergency Management Agency Professional Development Series courses.
 - Provide technical assistance to various City departments in planning for emergencies.
 - Prepare and present public awareness programs and encourage the development of emergency plans.
 - Respond to requests and inquiries from the general public.
 - Work independently in the absence of supervision.
 - Understand and follow oral and written instructions.
 - Establish and maintain effective working relationships with those contacted in the course of work.

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university with major course work in emergency planning, public administration, or a related field and three years of increasingly responsible emergency management experience.

OTHER REQUIREMENTS

Valid Texas driver's license.

Possession of or ability to obtain within six months of employment, an appropriate, valid technician level amateur radio license.

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 individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking and repetitive motions.

PHYSICAL DEMANDS

The physical demands described here 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 functions.

Light Work – Depending on assignment, positions in this class typically exert up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.