

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Assistant Emergency Management Coordinator		
<b>Job Code:</b>	PR5161	<b>Job Family:</b>	Professional
<b>Pay Grade</b>	611	<b>Date Reviewed:</b>	
<b>FLSA Status</b>	Exempt	<b>Date Revised:</b>	10/25/2018

### GENERAL SUMMARY

Assists with coordination of emergency management and homeland security operations during natural or man-made emergencies and disasters, pandemics and acts of terrorism including program activities and community departments. In the absence of the Emergency Management Coordinator, may serve as primary contact for City-wide coordination for response, resources and information relating to emergencies/disasters that would affect citizens, employees, and City property. The position is available 24/7 for disaster response, information and coordination. Supervises assigned staff.

### 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. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Assists with coordinating the processes for emergency and disaster declarations at high-profile special events; serves in the special event's Emergency Operations Center (EOC) or Command Post for weather monitoring or to coordinate larger incident needs; may advise on recommended activities to provide response and recovery assistance and works closely with local, state and federal responders to ensure a coordinated effort to provide for the safety of the citizens and City property.
3. Works to establish, maintain, and prepare effective City-wide emergency communications preparedness programs. Updates emergency contact lists with internal and external partners. Assists with coordinating City-wide emergency response with external assistance and requested resources in the event of a disaster. Assists with coordinating the provision of City personnel at the Joint Emergency Operations Center and municipal EOCs during activation for emergencies/disasters.
4. Serves as the Administrator for WebEOC, Nixle, and Everbridge systems and fuses statewide incidents as needed. Maintains EOC systems and SharePoint sites. Serves as EOC Geographic Information Systems (GIS) Team Lead.

5. Tests, maintains, and activates outdoor warning sirens. Serves as Operations Emergency Management (OEM) lead for issue tracking on weekly siren tests. Coordinates emergency management activities with Safety.Com. Monitors, addresses, and tracks siren coverage needs, new installations, and life cycle.
6. Oversees the regional CASA WX Radar project. Works with local jurisdictions for public education, radar installations, application needs, use, etc.
7. Responds to public inquiries; provides information within the area of assignment; and resolves complaints in an efficient and timely manner.
8. Assists in public emergency education and awareness at community and special events; and encourages the development of emergency plans.
9. Serves as Emergency Management Duty Officer on a rotating 24/7 basis. Maintains availability to respond to emergency scenes or activate the Emergency Operations Center.
10. Performs other related duties as required.
11. 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:**
  - Operational characteristics, services and activities of an emergency management program.
  - Modern and complex principles and practices of emergency management program development and implementation.
  - Emergency Operations Center operations, procedures, incident command system, national response plan, shelter operations, damage assessments and disaster declaration process.
  - Methods and techniques of emergency response as related to multi-alarm fires, severe weather, flooding or utility and power outages.
  - Plan development, exercise formulation, hazard identification and risk analysis.
  - City and community operations, services, methods, techniques, activities, policies and procedures necessary to effect and effective emergency response.
  - Operational characteristics of a city emergency response program.
  - Program development and assessment.
  - Principles of reporting. □ Principles of municipal budget preparation and control.
  - Pertinent Federal, State and local laws, codes and regulations.
- **Skill in:**
  - Decision making and judgment.
  - Organization and time management.
  - Prioritization.
  - Identifying sensitive community and organizational issues and needs.
  - Public speaking.

- Meeting facilitation.
- **Ability to:**
  - Communicate clearly and effectively, both orally and in writing.
  - Supervise, direct and coordinate the work of subordinate employees.
  - Select, supervise, train and evaluate subordinate employees.
  - Recommend and implement goals and objectives for providing effective emergency operation services.
  - Participate in and complete the Federal Emergency Management Agency Professional Development Series courses.
  - Ensure readiness and proper operation of the Emergency Operations Center and volunteers.
  - Identify hazardous conditions requiring alerting and notifications.
  - Provide technical assistance to various City departments in planning for emergency situations.
  - Research, analyze and assess programs, policies and operational needs.
  - Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
  - Interpret and explain City emergency operations policies and procedures.
  - Prepare clear and concise reports. □ Remain calm during periods of high activity and stress.
  - Respond to sensitive inquiries, situations, complaints and issues.
  - Establish and maintain effective working relationships.

## **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 four years of responsible emergency management or disaster response experience.

## **OTHER REQUIREMENTS**

Valid Texas driver's license. Possession of, or ability to obtain, 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, repetitive motions, climbing, balancing, pushing, pulling and lifting.

## **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.*

Medium work – Depending on assignment, positions in this class typically exert up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.