

EMERGENCY MANAGEMENT PROGRAM COORDINATOR

DEFINITION OF WORK

The purpose of the position is to promote the local emergency management program by giving presentations before civic groups, industry and other interested organizations. Manages and coordinates operations in the Emergency Operations Center (EOC) during times of activation. Maintains constant readiness level in the EOC in preparation for its activation. Conducts training and exercises with EOC staff to ensure the most up-to-date information and procedures are adhered to during a disaster. Writes, reviews, and coordinates a variety of emergency and disaster plans, policies, procedures and checklists. Works closely with internal and external partners to develop coordinated emergency plans and project initiatives. Develops and recommends procedures and program policies. Develops schedules and work plans. Conducts data research and analysis and preparing reports. Leads, coordinates and or participates in multi-disciplinary groups, activities, or meetings. Prepares correspondence, reports, presentations, and other materials related to emergency management programs. Assists schools, businesses, and other community groups in designing and implementing emergency and disaster plans. Assists fire inspectors as needed.

EXAMPLES OF WORK

Employee in this classification oversees the Superfund Amendments and Reauthorization Act (SARA) of 1986, Title III Program for hazardous materials and public right-to-know laws; reviews emergency plans developed by industry and local responders; identifies facilities and hazardous materials transportation routes; coordinates with industry and OCAS government on the interpretation of SARA laws; maintains an electronic Tier II (Title II reporting) data base; and serves as the primary liaison for the Local Emergency Planning Committee (LEPC). Serves as the County Hazard Communication Coordinator. Coordinates and conducts training programs for County employees; directs the planning and execution of local exercises to test the emergency operations plan and the local emergency responders standard operating guidelines. Assists in developing and updates standard operating guidelines and plans for incident response; prepares situation reports, damage assessment and expenditure reports for submission to the State EOC. Promotes and establishes programs with employees, as well as other departments and the general public that promote hazardous materials and severe weather awareness and safety. Responds to emergency incidents involving natural hazards, technological incidents, and search and rescue activities; serves as liaison as assigned by director with city and County departments and agencies, schools, military installations, volunteer agencies, public assistance organizations, utility companies, weather service, telephone companies and other State and federal agencies; coordinates actions of local emergency services, operations involving non-governmental organizations and operations of forces from outside the county during a disaster. Assists the Director in developing the Emergency Operations Plan for response to natural or man-made disasters and assists in the coordination of staff for the Emergency Operation Center. Provides training and education in the areas of Fire Prevention, disaster preparedness, and proper usage of the 911 system to improve public safety awareness. Performs related work as required.

EMPLOYMENT STANDARDS

Education and Experience:

Associate's degree with course work emphasis in business or public administration or an emergency services related field and five years of progressively responsible experience planning

and implementing emergency services response plans and activities; or an equivalent combination of education and experience.

Knowledge, Skills, and Abilities:

Considerable knowledge of the methods, procedures and policies of Cumberland County as such pertains to the performance of the essential duties of the position. Thorough knowledge of principles and practices of directing emergency services response programs to include developing response plans; coordinating manpower, resources, and efforts of numerous agencies and services; providing training; and performing related administrative functions. Thorough knowledge of the laws, ordinances, standards, and regulations pertaining to the essential duties and responsibilities of the position. Thorough knowledge of the organization of the department, and of related departments and agencies. Ability to establish and maintain cooperative and effective working relationships.

SPECIAL REQUIREMENTS

Due to situations where employees may be recalled to duty for emergencies, applicant must agree to maintain residence within a 30-mile radius of the Emergency Management Office. Residence must be established within 90 days of date of hire. Employee must be able to respond to specified emergencies or incidents on a 24-hour basis. Requires the following certification: North Carolina Emergency Management Coordinator; Hazardous Materials Responder I; North Carolina Fire Inspector III; IS 100, 200, 700, 800; and ICS 300, 400 Train the Trainer. Background check with local law enforcement agency required. Must have and maintain a valid North Carolina driver's license with an acceptable driving record. Condition of Employment: Each applicant who is tendered an offer for employment for any position with Cumberland County shall be tested for the use of drugs specified in the county policy. Refusal to submit to testing or a confirmed positive test shall be basis for withdrawal of the conditional employment offer.

ADA REQUIREMENTS

Requires the ability to perform coordinated movement need to operate office equipment and perform keyboarding work. Employees are subject to hazards associated with working in both inside and outside environments, in extreme hot and cold weather, and exposure to odors, smoke, noise, wetness, humidity, bright or dim light, or toxic agents. Work may subject employee to compliance with final OSHA standards on bloodborne pathogens.

PHYSICAL REQUIREMENTS

Tasks involve the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that will involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).