



CITY OF MEDFORD, OREGON

EMERGENCY MANAGEMENT COORDINATOR

JOB TITLE: Emergency Management Coordinator			DEPARTMENT: City Manager's Office		
CLASSIFICATION: Exempt			POSITION #: 349	GRADE: S22	
UPDATED: August 2015			<input checked="" type="checkbox"/> Approved by Human Resources Director		
			<input checked="" type="checkbox"/> Approved by City Manager		

SUMMARY:

Under general administrative direction, is responsible for the overall planning, direction, budgeting, coordination, implementation, execution, control and completion of specific projects or assigned duties and concentration, such as the City's Emergency Management Program and multiple related projects, including: preparedness, prevention, response, recovery, and mitigation. This position works closely with internal and external partners to ensure that the scope and direction of a project/program are prioritized, on schedule, include appropriate collaboration with other City departments, jurisdictions, organizations, and community members, and delivery goals and objectives are met and within budget. This position may oversee other project/program staff.

ESSENTIAL DUTIES/RESPONSIBILITIES:

These duties are a representative example; position assignments may vary depending on the business needs of the department and organization. This position:

- Oversees implementation and maintenance of a City Community Emergency Response Team (CERT) program and other volunteer groups, as appropriate.
- Evaluates and coordinates ongoing review and updates to the City's Emergency Operations Plan, other related plans, and related policies and procedures.
- Coordinates compliance with National Incident Management System (NIMS) training standards, Oregon Revised Statutes, and other regulations.
- Coordinates readiness, activation, and operation of the City Emergency Operations Center (EOC).
- Provides support to major emergency response, possibly including scene response, off-site resource coordination, and/or EOC activation.
- Remains current on regulations, activities, and best practices affecting assigned duties; researches evolving practices and makes recommendations concerning policies and procedures.
- Coordinates with other departments on various projects, including emergency management, administration, public safety, public information, facilities, CERT, events, capital improvements, information technology, etc.
- Develops projects/programs, such as: emergency management strategies, goals, and objectives; creates schedules and oversees all aspects of project/s through completion.
- Develops and maintains policies, procedures, standards and agreements for projects.
- Participates in program budget preparation and monitors expenditures for compliance.
- Identifies, delivers, facilitates, and evaluates related training for City staff, volunteers, neighboring jurisdictions, allied agencies, and others as appropriate.



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- May seek appropriate grant opportunities, applies, and manages awarded projects/programs.
- Performs direct supervisory responsibilities, including evaluating performance, directing work, and managing disciplinary matters.
- Identifies and implements project/program changes as necessary to mitigate risk and to ensure successful project completion.
- Maintains accurate records and other documentation on project activities, plans, needs, and other aspects.
- Conducts research and prepares data and background material, prepares required reports and documentation.
- Serves as a liaison, working effectively with City departments, boards, committees, commissions, external organizations, citizen groups, and individuals; attends interdepartmental meetings and other board, Council or committee meetings.
- Demonstrates professional work habits and adherence to deadlines, and delivery of high quality work products.
- Scope of assigned area will depend on departmental and/or citywide operational structure and is at the discretion of the Deputy City Manager.
- Upholds the values of the organization and has strong customer service orientation.
- Must have the ability to handle job stress and interact effectively with others in the workplace.
- Must be honest and truthful in all tasks and responsibilities.
- Performs other related projects and duties as assigned.
- Demonstrates regular, reliable and punctual attendance.

CORE COMPETENCIES:

Executive Leadership:

Incumbents should have a solid foundation of individual contributor and supervisory/management core competencies identified by the organization, as well as the following core competencies identified as essential for executive leadership:

Strategic Thinking - Effective performers act with the future in mind. They plan and make decisions within the framework of the City's strategic intent. They know and understand the factors influencing strategy (e.g., core competence, customers, and the organization's current strengths and limitations). They consider future impact when weighing decisions. They constantly think in terms of continually improving City services.

Visioning - Effective performers are imaginative. They are able to create a vision of a preferred future for their teams. They communicate it clearly and enthusiastically in such a way that others are attracted to it. They are able to bring the vision to life for team members.

Diplomacy - Effective performers work well within the City's power network. They are perceptive to social cues in the environment. They recognize personal agendas. They are skilled at handling situations without arousing hostility, and are able to navigate the political waters of the City. They forge coalitions and know how to stay viable within the system.



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Business Thinking - Effective performers see the City as a series of integrated and interlocking business processes. They understand general business concepts that govern these systems and their interfaces. They create and/or realign these systems in response to changing needs. They understand that a change in one process can have dramatic and unintended impact across the entire City. They are adept at using these interdependencies to synergistic advantage.

Risk-Taking - Effective performers have a history of, and propensity for, taking calculated chances to achieve goals. They find a balance between analysis and action. When they fail, they accept it, learn from it, and move on to the next challenge.

Financial Acumen - Effective performers understand the financial framework of the City. They establish and monitor appropriate financial measures (e.g., balance sheet, income statement, cash flow, etc.). They interpret and use financial data to make informed business decisions.

Presentation Skills - Effective performers are able to organize and deliver public speeches that effectively inform or persuade audiences. They are adept at using current presentation technologies and media formats. They are able to field audience questions comfortably and confidently.

Assertiveness - Effective performers readily offer opinions and take action even when their position may be unpopular. They are willing to challenge others appropriately when required. They are self-confident – they trust their own judgment and are not overly dependent upon the approval of others.

Global Mindset - Effective performers see the City's business in a global context. They look beyond their own borders for opportunities for continuous improvement.

Leader Identification - Effective performers identify with the role of leader, and enjoy positions of responsibility and the exercise of authority. They understand that management is a distinct vocation, and choose to be in a leadership position.

Government Knowledge - Effective performers understand the general workings of the legal requirements within which the City functions. They monitor activities and trends within these requirements and maintain a current knowledge base. They use this knowledge to further the City's goals.

QUALIFICATIONS/EXPERIENCE:

- Significant years of experience in a specific field or study and ideal years of leadership and management experience to perform the job effectively; and
- Graduation from an accredited college or university with a bachelor's degree in a specific area of study as deemed necessary, ideal, or required; and/or equivalent combination of educations and experience sufficient to successfully perform the essential duties of the job such as those listed above.
- Current technical/professional knowledge of complex principles, methods, standards and techniques associated with the scope of work of a recognized profession, such as:
 - Excellent written, verbal and interpersonal communication skills.



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- Media relations, public information and/or public relations knowledge.
- Knowledge of laws, rules, regulations, and best practices concerning the operation of municipal government and/or emergency management.
- Knowledge of federal emergency management and disaster preparedness program objectives; expenditure control and record keeping; safety standards, procedures, and precautions utilized in emergency response activities.
- Effective educational program practices, methods and techniques; management and supervisory principles, practices and methods.
- Skill in conceptual analysis and policy/program development and implementation related to management of projects/programs; proficiency in the use Microsoft Word, PowerPoint, Access, Excel and Publisher software; excellent internal and external customer service.
- Possession of licenses and/or certifications associated with the assignment, such as:
 - (CAPM) Certified Associate in Project Management.
 - (PMP) Project Management Professional Certificate.
 - Has received or will complete within one year of hire certification as Certified Emergency Manager (CEM) or Certified in Homeland Security Level III or higher.
- Requires possession of a valid driver's license by date of hire. New employees establishing resident status in the State of Oregon must obtain an Oregon driver's license within 30 days (ORS 807.020 (1)).
- Requires completion of a background investigation to the satisfaction of the City.



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PHYSICAL DEMANDS / WEIGHT DEMANDS / WORK ENVIRONMENT					
KEY	Never 0%	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuous 67-100%

Physical Demands:	0%	1 - 5%	6 - 33%	34 - 66%	67 - 100%
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Talking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Hearing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Seeing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Climbing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling/Crouching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending/Stooping	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Twisting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Moving/Transporting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Driving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Lifting:	0%	1 - 5%	6 - 33%	34 - 66%	67 - 100%
1-10 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11-20 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21-50 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51-75 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
76 -100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
>100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Carrying:	0%	1 - 5%	6 - 33%	34 - 66%	67 - 100%
1-25 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
26-50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50+ lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Pushing/ Pulling:	0%	1 - 5%	6 - 33%	34 - 66%	67 - 100%
1-10 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11-20 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
21-50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
51-75 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
76 -100 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
>100 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Conditions:	0%	1 - 5%	6 - 33%	34 - 66%	67 - 100%
Indoor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Outdoor	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H/C Temp.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Loud Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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I have read and understand the job description for my position. I am able to perform all the essential functions of this position. I agree to comply with City policies and all laws, rules and regulations related to my position.

Employee

Date

I have read and reviewed this document with this employee.

Supervisor

Date