



City of Irving Job Description
Assistant Emergency Management Coordinator

FLSA Status:	EXEMPT	Job Department:	Police
Job Code:	33131	Reports To (Job Title):	Emergency Management Coordinator

PURPOSE

To provide direct assistance to the Emergency Management Coordinator – specifically in emergency planning, training and community education – and to act as Emergency Manager in his/her absence. Chapter 10 Sec. 10-2 of the Code of Civil and Criminal Ordinances of the City of Irving, Texas defines the powers and duties of the office of emergency management. This is a 24 hour on-call position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Assist in coordinating & directing comprehensive emergency management programs for the City.
- Assist in developing and maintaining emergency management plans for the City of Irving in accordance with established state and federal guidelines.
- Activate the Emergency Operations Center (EOC) when necessary. Notifies key personnel to staff the EOC and provide support during EOC operations.
- Assist in the direction and control of all actual operations and training activities in emergency management and disaster relief.
- Maintain operational capability of the EOC at all times.
- Develop and conduct city & departmental emergency preparedness exercises to simulate disaster situations under the supervision of the Emergency Management Coordinator.
- Prepare warning and preparedness materials and announcements for distribution to the public.
- Provide assistance to management staff on the preparation and ongoing revision of emergency operations plans (Annexes) and standard operating guidelines.
- Conduct disaster preparedness public awareness presentations for the residents of Irving.
- Conduct hazard analysis for the City of Irving.
- Maintain current knowledge of emergency management and disaster relief issues and related federal and state regulations.
- Perform related duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- Assist in making a determination of all questions of authority and responsibility in connection with emergency management and disaster relief as stated in the City Code of Ordinances, Chapter 10.

SUPERVISORY RESPONSIBILITIES

Functional and Technical Supervision - Regular responsibility for giving direction and guidance to employees as a lead worker, project manager or internal advisor. As an ongoing part of the position, the employee can expect to supervise approximately 2 employees.

FINANCIAL / BUDGETARY RESPONSIBILITY

Assists in managing the Office of Emergency Management General Fund budget. Manages the Homeland Security grants with budgets in excess of 1 million dollars.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Bachelor's degree (B.A. or B.S.) from accredited four year college or university in subject field directly related to position.

EXPERIENCE

- Minimum of four (4) years of experience in emergency planning and recovery, including at least one (1) years of supervisory experience.

CERTIFICATES, LICENSES, REGISTRATIONS

- International Association of Emergency Managers “Certified Emergency Manager” CEM® certificate.
- Class B Texas Driver’s License to operate the Mobile Command Vehicle

KNOWLEDGE OF

- Disaster Management: Standards, resources, strategies, and goals for emergency response planning and execution.
- Public Safety and Security: Rules and regulations for the protection of people, data, and property, including the use of weapons and force.
- Group Facilitation: Strategies to manage the dynamics of groups.
- Law and Government: Laws, penal codes, court procedures, precedents, government regulations, executive orders, agency rules; and the democratic political process.
- Psychology: Basic human behavior and performance, including individual differences in ability, personality, learning, and motivation.
- English Language: The structure and content of the English language, including the meaning of words and grammar.

SKILLS AND ABILITIES IN

- Mechanical/Technical: Safely operating of diverse equipment, including computers, complex electronic devices such as radiological & chemical detectors and radios. Also, operating City vehicles such as automobiles, light trucks & the Mobile Command Vehicle.
- Budget Management: Developing plans and budgets; monitoring them against actual activity.
- Program Assessment: Evaluating current/potential programs for effectiveness & efficiency.
- Active Listening: Listening to what others are saying and asking appropriate questions.
- Critical Thinking: Using logic and analysis to identify the strengths and weaknesses of different approaches.
- Systems Analysis: Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- System Evaluation: Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.
- System Perception: Discerning when important changes have occurred or likely will in a system.
- Service Orientation: Actively looking for ways to help people.
- Social Perceptiveness: Being aware of the reactions of others and understanding why they react the way they do.
- Written and Oral Expression: Communicating information and ideas in writing, as well as through speech, one-on-one or with groups, so others will understand. This includes completing reports according to pre-set formats.
- Inductive Reasoning: Combining separate pieces of information or specific answers to problems to form general rules or conclusions. This includes coming up with a logical explanation for why a series of seemingly unrelated events occur together.
- Deductive Reasoning: Applying general rules to specific problems to come up with logical answers. This involves deciding if an answer makes sense or provides a logical explanation for why a series of seemingly unrelated events occur together.
- Interviewing/Probing: Using oral language, social perceptiveness, and reasoning skills simultaneously to conduct effective interviews.
- Negotiate: Bringing others together to reconcile differences.
- Problem Sensitivity: Telling when something is wrong or is likely to go wrong.

GUIDANCE RECEIVED

City Missions and Goals

Makes decisions with guidance provided by City mission, policies and goals. Sets related goals, service objectives and priorities for at least one Department and gains approval.

CONTACTS

Engage with local, State & Federal officials and the executive level to ensure a coordinated effort in emergency planning; Also, private organizations, businesses, and non-profits to meet planning needs.

EQUIPMENT AND PROPERTY

Provided a City vehicle and cell phone and laptop. Operation of specialized equipment such as the Mobile Command Vehicle (MCV), satellite trailer, public safety radios, public safety vehicles, and Emergency Operations Center (EOC) technology will be required.

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.*

The employee constantly is required to listen, see, and/or smell. Frequently, s/he is required to carry, climb, drive a vehicle, grasp, handle, feel, lift up to 25 pounds, pull, push, reach, sit, stand, talk, and/or walk. S/he occasionally is required to balance, crawl, kneel, lift up to 50 pounds, and/or stoop. Rarely, s/he must lift up to 100 pounds, and/or run. Specific vision abilities required by this job include close vision, distance vision, and color vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The noise level in the work environment usually is moderate. This job requires the employee to make decisions directly affecting the safety of others. In the rare event of disaster, the employee could be exposed to a wide variety of unusual working conditions including: extreme vibrations, blood-borne pathogens, electrical hazards, extreme temperatures, air contamination, toxic or caustic materials, and/or violence. As a result, this position may involve hazardous working environments such as severe weather, hazardous materials or related situations.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.