



CITY OF DRIPPING SPRINGS JOB DESCRIPTION EMERGENCY PLANNING COORDINATOR

(20 hours/week)

Approved 4/17/2018

A. GENERAL PURPOSE

Prepares emergency plans and procedures for natural (e.g. floods, tornadoes, wildland fires), technological (e.g. hazardous materials spills), and man-made (e.g. civil disturbance, terrorist activities, hostage situations) disasters. Coordinates disaster response and crisis management activities, provides disaster preparedness training.

B. SUPERVISION RECEIVED

Works under the general direction of the City Administrator.

C. EMERGENCY PLANNING COORDINATOR ESSENTIAL DUTIES AND RESPONSIBILITIES

- 1.** Prepares plans that outline operating procedures to be used in response to disaster/emergencies such as floods, tornadoes, wildland fires, hazardous materials spills, civil disturbances, and recover from these events.
- 2.** Collaborates with other officials in order to prepare and analyze damage assessments following disasters or emergencies.
- 3.** Coordinates disaster response or crisis management activities such as ordering evacuations, opening public shelters, and implementing special needs plans and programs.
- 4.** Consults with officials of local and area government, schools, hospitals, businesses and community groups in order to determine their needs and capabilities in the event of a natural disaster or other emergency.
- 5.** Develops and maintains liaisons with other municipalities, county departments, fire and EMS organizations, and similar entities in order to facilitate plan development, response effort coordination, and mutual aid.
- 6.** Keeps informed of activities and changes that could affect the likelihood of an emergency as well as those that could affect response efforts and details of plan implementation.

7. Keeps informed of federal, state, and local regulations affecting emergency plans, and ensures that plans adhere to these regulations.
8. Prepares emergency situation status reports that describe response and recovery efforts, needs, and preliminary damage assessments.
9. Attends meetings, conferences, and workshops related to emergency management in order to learn new information and to develop working relationships with other emergency management specialists.
10. Implements and updates Continuity of Operations Plan.
11. Prepares Emergency Action Plans for Special Events.
12. Performs other duties related to health and safety as assigned.

D. DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

1. Minimum of High School diploma required, but graduation from a college or university with a Bachelor's degree in emergency management, fire science, public or business administration, or a closely related field (is preferred), and
2. Five (5) years of experience in emergency services work, three years of which should be in a supervisory capacity (direct or indirect), or
3. An equivalent combination of education and experience as described above.
4. Completion of the FEMA Emergency Management Institute's Professional Development Series (basic).

Necessary Knowledge, Skills and Abilities:

1. Skill in operating the tools and equipment listed below.
2. Ability to establish and maintain effective working relationships with employees, City officials, and the general public.
3. Ability to effectively communicate orally and in writing.
4. Ability to type, file, sort, and post documents.
5. Skill, tact and diplomacy as liaison between Mayor, City Council, staff, state and county officials, media, and general public.
6. Ability to maintain confidentiality.

7. Ability to enter and maintain accurate and reliable data entry.

E. TOOLS AND EQUIPMENT USED

Personal computer, including accounting, word processing, spreadsheet software; 10-key calculator; phone; copy machine; tape recorder; and fax machine.

F. SPECIAL REQUIREMENTS

1. A valid state driver's license.
2. While performing the duties of this job, the employee is frequently required to sit, talk, hear, use hands, and reach with hands and arms. The employee is occasionally required to walk and to work outdoors in extreme temperature and precipitation conditions.
3. The employee must occasionally carry, lift, hold, push and/or pull up to 50 pounds of office supplies, files, equipment and furniture. Specific vision abilities required by this job include close vision and the ability to adjust focus.

G. WORK HOURS

Works approximately 20 hours per week. Typical work hours are Monday through Friday between 8:00 am to 5:00 pm, including one hour for lunch, and week nights and weekends as needed. This position is non-exempt and eligible for overtime pursuant to the needs of the City and at the direction of the City Administrator. Any overtime hours performed must be preapproved by the City Administrator.

H. COMPENSATION

Employee is non-exempt and paid on an hourly basis. Pay days are every other Friday or as otherwise determined by the "CITY OF DRIPPING SPRINGS PERSONNEL MANUAL."

I. BENEFITS

Benefits shall be in accordance with those outlined in the CITY OF DRIPPING SPRINGS PERSONNEL MANUAL, as maybe modified by the specific employee's offer letter.

This Job Description is not a contract, and shall not be construed to alter an employee's at-will relationship. The terms and conditions of any employee's position with the City may be altered by the City Council at any time. To the extent reasonably possible, this Job Description, the Personnel Manual, and the employee's Offer Letter shall be read together in harmony. If there are conflicts between this Job Description, the Personnel Manual, and the employee's Offer Letter, the most specific term or condition of employment shall govern.