

**JOB DESCRIPTION**

**JOB TITLE:** Emergency Management Specialist

**JOB NO:** PM106212

**JOB FAMILY:** Professional

**FLSA:** Exempt

**SAFETY SENSITIVE:** No

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

**GENERAL SUMMARY**

Assist in the development, implementation, coordination, and maintenance of emergency preparedness, response, recovery, and mitigation plans, exercises, procedures and programs.

**SUPERVISION**

General supervision is provided by the Emergency Management Coordinator.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. All behaviors comply with the Code of Conduct and Rules of Behavior outlined in chapter 8 of the General Government Policies and Procedures Manual.
2. Ability to assist with maintenance of a comprehensive Emergency Operations Plan which includes coordinating resources and information.
3. Liaison with city, county, and federal agencies as well as other essential organizations in regards to emergency management operations and administration.
4. Participate and be active in the development and implementation of administrative procedures during activations of the emergency operations center.
5. Ability to prepare and present public awareness programs to the public, civic groups, medical facilities, schools and various private organizations in a courteous manner; and furthermore encourage the development of emergency plans.
6. There will be periodic travel required in the local area or nationwide.
7. Ability to assist in coordinating response in the event of a large-scale emergency.
8. Ability to work in a team environment.

**OTHER DUTIES AND RESPONSIBILITIES**

1. Ability to assist with design and implementation of disaster exercises.
2. Be active and participate in professional organizations and meetings; stay informed of industry trends and advances in the emergency management profession.
3. Monitor emergency management programs and operations for efficiency, effectiveness, and quality to assess the strength and success of programs and implement improvements.

## **MINIMUM JOB REQUIREMENTS**

### **EDUCATION**

Bachelor's degree in Emergency Management or a related discipline.

### **EXPERIENCE**

Two years of work or internship experience in Emergency Management, Government, Non-Profit, Community Service, Business Administration or other related field.

### **LICENSES AND CERTIFICATES**

Possession of a valid Class C Texas driver's license.

### **COMPETENCIES**

An employee's performance will be evaluated based on five competencies.

1) Job knowledge; 2) Teamwork; 3) Customer Service; 4) Flexibility; 5) Work Ethic

### **KNOWLEDGE, SKILLS AND ABILITIES**

#### **Knowledge of:**

The four phases of Emergency Management (Mitigation, Preparedness, Response and Recovery)

Incident Command System, National Response Plan and National Incident Management System.

Principles related to emergency management.

Federal, state and local laws, codes and regulations with particular regard to emergency preparedness planning.

Geography of the City of Mesquite and the surrounding area.

Safe work practices and procedures

Principles and procedures of record keeping.

#### **Skill in:**

Computer use, relevant software applications and other pertinent equipment.

Coordinating and collaborating with city, county, regional, state, federal and private industry.

Development, implementation, maintenance and modification of emergency operations plans.

Preparing and presenting public awareness programs.

Managing and implementing projects and plans.

#### **Ability to:**

Respond to public inquiries and requests in a professional manner.

Work under stress and exercise good judgment

Effectively communicate clearly and concisely in regards to written and oral communication

Interpret and apply federal, state and local policies, procedures, laws and regulations

Pass a medical physical examination and drug screen.

Meet City of Mesquite driving standards.

Analyze and problem solve.

Establish and maintain cooperative working relationships with those contacted in the course of work including City and other government officials, community groups, the general public and media representatives.

Effectively deal with personal danger that may include both natural and/or manmade disasters, possibly involving chemical, biological and radiological agents.

**PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT**

Maintain effective audio-visual discrimination and perception needed for:

- Making observations
- Reading and writing
- Operating assigned equipment
- Assessing the situation at an incident scene
- Communicating with others.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- Sitting, standing and walking for extended periods of time
- Bending, squatting, kneeling, balancing and working in temperature extremes and hazardous weather conditions
- Occasionally lifting and carrying objects weighing up to 24 lbs.

\_\_\_\_\_  
Director of Human Resources

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Date

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Department Director

\_\_\_\_\_  
Date

**DATE ISSUED: August 2007**

**REVISION DATE:**