CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **EMERGENCY MANAGEMENT PLANS COORDINATOR** **UNION: 231**
SG: 5
DEPARTMENT: **Fire Department/Office of Emergency Management** **CS:N**
FLSA:N
EEO4CODE:PR

JOB SUMMARY:

Under general supervision, the Emergency Management Plans Coordinator is responsible for planning and coordination in the areas of city-wide emergency management, continuity of government planning, local government disaster planning, economic recovery and disaster cost recovery, and resource management. Leads collaborative planning processes and develops and documents emergency response plans for the City. Specific responsibilities include researching best practices in other jurisdictions and coordinating planning efforts with local, regional, state and federal partners. This position serves as a City representative on interagency workgroups, facilitates stakeholder and advisory groups, and supports efforts to create a citywide culture of resilience.

SUPERVISORY RELATIONSHIP:

Reports to the Emergency Manager. Works independently under the guidance of City policies and procedures, and various State and federal regulations. May oversee the work of employees assigned to lower classifications, interns or volunteers.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Works independently under the supervision of the Emergency Manager to develop continuity of operations planning guidance to support city essential functions in the event of a disaster or emergency which threatens or impacts city operations to the extent that requires changes to the delivery of city services, roles of staff, or the relocation of city personnel or operations. Includes development of training materials, handbooks, computer operation manuals and other planning guidance for implementation of continuity of operations activities.

2. Collects and maintains information about City facilities and resources and those of neighboring mutual aid jurisdictions for use in emergency situations; coordinates mutual aid agreements and memorandums of understanding with regional agencies. Maintains a current resource list identifying pertinent outside agencies. Participates in identifying new resources and assists in drafting mutual aid agreements as assigned.

3. Coordinates the on-going revision, maintenance and distribution of the City of Bellingham's section of the Whatcom County Multi-Jurisdictional Hazard Mitigation Plan. Coordinates revisions as federal, state, and local requirements change. Ensures a coordinated approach through the inclusion of county, state and regional agencies, local emergency management personnel, public and private sector stakeholders and partners.

4. Coordinates the on-going revision, maintenance, and distribution of the City of Bellingham Comprehensive Emergency Management Plan. Coordinates city-wide comprehensive emergency planning with city department Emergency Operations personnel. Coordinates and

conducts department specific Emergency Operations training and helps city departments create department specific plans.

5. Serves as the administrative point of contact for federal and state public assistance after a local declaration of disaster. Responsible for gathering and reporting disaster damages and costs and completing the federal and state disaster assistance application processes

6. Serves as a representative of the City to county, regional, state and federal agencies, civic groups, the public and the media in matters pertaining to emergency management. Position has significant interface with the Emergency Manager, City Department Heads, City elected and appointed officials and professional staff, as well as the leadership of various other public and private partnering organizations.

7. Develops and writes reports and correspondence. Maintains and provides disaster and emergency information to representatives of government agencies, community groups, business organizations, and the public.

8. Plans, develops, coordinates and produces public information materials including brochures, fact sheets, news releases, website and other informational, educational and promotional materials using current communications technologies. Supports the planning and coordination of events such as public forums and community activities.

9. Supports the City and the Whatcom Unified Emergency Coordination Center in activations. Specific role will be incident-specific and based on current level of training.

ADDITIONAL WORK PERFORMED:

1. May serve as an on-call, rotational Duty Officer for the City of Bellingham Office of Emergency Management.

2. Special projects assigned by the Emergency Manager.

3. Performs other related work within the scope of the classification.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:

- Considerable knowledge of communication, education, and public involvement strategies and how to apply them in a municipal environment.
- Working knowledge of City organization, operations, policies and procedures.
- Local community resources and community service programs.
- Web site software and social media knowledge.

Skills in:

- Establishing and maintaining cooperative working relationships with government officials, outside agencies, community groups and the general public.
- Analyzing complex system problems, evaluating alternatives and recommending methods, procedures and techniques for resolution of technical and political issues.
- Researching, analyzing and interpreting laws, governmental regulations and technical procedures.

- Excellent planning, organizing and time management skills.
- Excellent written and verbal communications skills including skill in preparation of various materials for publication and/or dissemination.
- Proficient use of word processing, internet, and other technology applications needed to carry out professional work.
- Meeting facilitation and conflict mediation.

Ability to:

- Demonstrate a positive customer service orientation with both internal and external contacts.
- Prepare and deliver presentations in a persuasive and informative manner.
- Present information using print, web, social media, and broadcast media.
- Communicate complex technical ideas or policies to non-technical audiences.
- Facilitate the efficient conduct of business meetings and committee work, whether as leader or Emergency Manager's liaison.
- Adapt and be flexible.
- Work independently with little direction.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physically perform the essential functions of the job, including:
  - Ability to work extended hours, and extended days of duty, during prolonged emergency/disaster incidents;
  - Dexterity of hands and fingers to operate a computer keyboard;
  - Near/distance visual acuity to assure ability to effectively function in an Emergency Operations Center environment;
  - Exchange verbal information in person and by telephone;
  - Move between work sites, including over irregular terrain;
  - Occasionally transport components weighing up to 50 pounds.

WORKING ENVIRONMENT:

The work is primarily performed in an office environment at a computer workstation with regular offsite meetings and training sessions. May be required to perform duties outside of normal office hours to respond to City and/or County emergency management duties. May occasionally work in outside weather conditions, with minimal exposure to hazardous conditions and materials. Overnight travel to conferences and training sessions may be required.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Bachelor's degree in public administration, communications, community organizing, emergency management, homeland security, or related field.
- Minimum three years' experience in developing and implementing programs and projects, including preparation of plans, policies and procedures, and written materials for publication.
- Demonstrated experience working with government officials, outside agencies, community groups and the general public.
- A combination of experience and training that provides the candidate with the knowledge, skills and abilities to perform the essential functions of the position will be considered.
- Emergency management experience preferred.
- Certificates of completion from the following FEMA/Emergency Management Institute Independent Study Courses, within one (1) year of hire:

- IS-100.B: Introduction to Incident Command System
- IS-200.B: ICS for Single Resources and Initial Action Incidents
- IS-230.D: Fundamentals of Emergency Management
- IS-235.C: Emergency Planning
- IS-240.B: Leadership and Influence
- IS-241.B: Decision Making and Problem Solving
- IS-242.B: Effective Communication
- IS-244.B: Developing and Managing Volunteers
- IS-700.A: National Incident Management System (NIMS) An Introduction
- IS-800.B: National Response Framework, An Introduction

NECESSARY SPECIAL REQUIREMENT:

- Employment contingent upon passing a criminal conviction and local background check.
- Valid Washington State driver's license and good driving record. Candidates must submit a three-year driving abstract prior to hire.
- Ability to respond to emergencies and work evenings and weekends when required by special circumstances.

PREPARED BY: L. Sterbenz
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9/19

REVIEWED BY: _____
Bill Hewett, Interim Fire Chief