



Emergency Management Program Coordinator I

Salary Group: B17
Class Code: 6240

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
EMERGENCY MANAGEMENT PROGRAM COORDINATOR I	6240	B17	\$36,976 - \$58,399
EMERGENCY MANAGEMENT PROGRAM COORDINATOR II	6241	B19	\$42,244 - \$68,960
EMERGENCY MANAGEMENT PROGRAM COORDINATOR III	6242	B21	\$48,278 - \$78,953
EMERGENCY MANAGEMENT PROGRAM COORDINATOR IV	6243	B23	\$55,184 - \$90,393
EMERGENCY MANAGEMENT PROGRAM COORDINATOR V	6244	B25	\$63,104 - \$103,491

GENERAL DESCRIPTION

Performs routine (journey-level) emergency management or public safety program coordination work. Work involves coordinating emergency management or public safety program activities; and providing assistance to program staff, governmental agencies, community organizations, or the public. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Provides planning, development, and evaluation of emergency management, public safety, or homeland security programs.

Provides information on service delivery system methods, outputs, and activities to identify gaps in resources; and recommends improvements.

Provides technical assistance for warnings, alerts, and communications systems and emergency operations.

Monitors the outcomes of emergency management or public safety program initiatives.

Coordinates responses to requests for emergency assistance and resources.

Coordinates incident information, threat warnings, homeland security reports, weather information, bulletins, and other communications.

Coordinates surveys or reviews to determine compliance with requirements, laws, regulations, policies, and procedures related to emergency management and public safety.

Serves as a liaison between state agencies, local officials, volunteer group representatives, federal agency representatives, and other potential emergency response entities.

Assists in the analysis of operations; and reviews reports, recommendations, and justifications.

Assists in the development of policy and procedure manuals.

Assists with the development of performance reports and the implementation of changes.

Assists with the research of incident trends and findings relative to emergency management and public safety projects under development.

May provide presentations and training to community and professional groups to facilitate interest in emergency management programs.

May participate in local, state, and federal emergency exercises.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in emergency management or public safety work. Graduation from an accredited four-year college or university with major coursework in management, planning, public administration, emergency management, or a related field is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of local, state, and federal laws related to public safety and emergency management; and of program planning, implementation, and monitoring.

Skill in the use of a computer and applicable software.

Ability to gather, assemble, correlate, and analyze facts; to devise solutions to problems; and to communicate effectively.

REGISTRATION, CERTIFICATION, OR LICENSURE

May require registration, certification, or licensure in a specialty area.