

**Emergency Management Program Coordinator II**

Salary Group: B19

Class Code: 6241

<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
<b>EMERGENCY MANAGEMENT PROGRAM COORDINATOR II</b>	<b>6241</b>	<b>B19</b>	<b>\$42,244 - \$68,960</b>
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 complex (journey-level) emergency management or public safety program coordination work. Work involves coordinating emergency management or public safety program activities; and providing consultative services and technical assistance to program staff, governmental agencies, community organizations, or the public. Works under general supervision, with moderate 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 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.

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

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

Researches incident trends and findings relative to emergency management and public safety projects under development.

Participates in the development of policy and procedure manuals.

Participates in the development of performance reports and the implementation of changes.

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

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

May coordinate or 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.