

**Emergency Management Program Coordinator IV**

Salary Group: B23

Class Code: 6243

<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 advanced (senior-level) emergency management or public safety program coordination work. Work involves overseeing emergency management or public safety program activities; and overseeing consultative services and technical assistance provided to program staff, governmental agencies, community organizations, or the public. May supervise the work of others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Oversees and/or plans, develops, and evaluates emergency management, public safety, or homeland security programs.

Oversees and/or develops performance reports and implements the changes.

Oversees consultative services and technical assistance provided to program staff, governmental agencies, community organizations, or the public.

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

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.

Evaluates the outcomes of emergency management or public safety program initiatives and reports identifying effectiveness and/or recommendations for improvement.

Evaluates operations, reports, recommendations, and justifications.

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.

Briefs officials during an emergency or threat to public safety or property.

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

Develops policy and procedure manuals, and implements rules and regulations for emergency management or public safety programs.

May assist with budget preparation.

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

May supervise the work of others.

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; to evaluate reports; to develop and implement policies and procedures; to communicate effectively; and to supervise the work of others.

REGISTRATION, CERTIFICATION, OR LICENSURE

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