



# ISABELLA COUNTY, MICHIGAN

<b>Position</b>	Emergency Management Coordinator	<b>FLSA Status</b>	Non-Exempt
<b>Department</b>	Emergency Management	<b>Pay Grade</b>	Starting Wage \$23.65

## GENERAL SUMMARY

Under the direction of the Central Dispatch and Emergency Management Director, assists in the development of various emergency management and special event plans and agreements, exercises, volunteer coordination and other emergency management related trainings.

## ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

- Assists with development of Emergency operations, plans and standard operating procedures to assure proper mitigation and response.
- Develops and implements communication systems that facilitate flow of emergency information to internal and external stakeholders.
- Implements and monitors programs designed to provide advanced hazard warning.
- Develops public education programs to improve community preparedness and develops and executes training and exercises for public safety.
- Acquires and manages emergency and health related grants. Ensures grant deliverables are accomplished and monitors grant compliance.
- Responds to and supports emergency and disaster operations, facilitates resource requests and develops an incident management organization for successful responses.
- Participates in and leads a variety of meetings and committees. Prepares agendas and records and disseminates minutes.
- Assists in developing hazard mitigation plans.
- Acts as NIMS Compliancy Officer.
- Performs other duties as assigned.

## **MINIMUM ENTRANCE QUALIFICATIONS**

### **Education and Experience**

- Associate's degree in Public Safety, Emergency Management, or a related field.
- At least one (1) year of ICS and Law Enforcement or Fire/EMS or Emergency Management experience.
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities.

### **Licenses or Certifications**

- Valid Michigan Driver's License.

## **OTHER JOB REQUIREMENTS**

- Professional Emergency Management Certification (PEM). Need to be certified within two (2) years.

## **PREFERRED QUALIFICATIONS**

- Certified Emergency Manager (CEM) Certification from the International Association of Emergency Management.

## **COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES**

### **Knowledge of:**

- Grant guidance and agreements.
- Exercise planning and evaluation.
- HSEEP reporting.
- Incident Response.
- Modern office equipment, procedures and applicable software packages.
- Fiduciary's policies and procedures.
- Emergency services.
- State and federal laws pertaining to hazardous materials.
- Hazard mitigation.
- NIMS ICS.

### **Skill in:**

- Organization and time management.
- Data entry and management.
- Leadership and coordination.

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- Establishing and maintaining effective working relationships.
- Written and verbal communication.
- Working with stakeholders to develop projects.
- Project management.
- Researching grants.
- Recordkeeping and report writing.
- Critical thinking and decision making.
- Following oral and written instructions.

**WORK ENVIRONMENT/CONDITIONS**

*The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

<b>Work Environment</b>	<b>Seldom or Never</b>	<b>Sometimes or Occasionally</b>	<b>Frequently or Often</b>
Office or similar indoor environment			X
Outdoor environment		X	
Street environment (near moving traffic)		X	
Construction site		X	
Clinical health care environment		X	
In the community (homes, businesses, etc.)		X	
Warehouse environment		X	
Shop environment		X	
Detention center or correctional facility	X		
<b>Exposures</b>	<b>Seldom or Never</b>	<b>Sometimes or Occasionally</b>	<b>Frequently or Often</b>
Individuals who are unpleasant or unhappy		X	
Individuals with known violent backgrounds		X	
Communicable diseases		X	
Bodily fluids (blood, urine, etc.)		X	
Infectious waste		X	
Extreme cold ( <i>below 32 degrees</i> )		X	
Extreme heat ( <i>above 100 degrees</i> )		X	
Moving mechanical parts		X	
Risk of electrical shock		X	
Vibration		X	

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Fumes or airborne particles		X	
Toxic or caustic chemicals, substances waste		X	
Loud noises (85+ decibels)		X	

**PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The position involves *heavy physical demands*, such as exerting up to 100 lbs. of force occasionally, and/or up to 50 lbs. of force frequently, and/or up to 20 lbs. of force constantly to move objects.

<b>Date created:</b>	12/02/2016
<b>Dates revised:</b>	10/21/2022