

CITY OF GLENDALE

TITLE: Emergency Management Administrator CLASS CODE: 664

REPORTS TO: Assistant Police Chief GRADE: 37

DEPARTMENT: Police Department FLSA: E

JOB SPECIFICATION DATE: January 12, 2010 kmd

JOB SUMMARY

Performs administrative and managerial duties to plan and direct the activities and operations of the Emergency Management Division within the Police department. Serves as the senior advisor on emergency management and homeland security issues. Interprets, coordinates, prepares, implements and supervises grant program applications within the Emergency Management Division.

ESSENTIAL FUNCTIONS

1. Acts as the senior emergency management and homeland security advisor to the Assistant Police Chief.
2. Plans, coordinates, administers and directs the activities and staff involved in the daily operations of the Emergency Management Division of the Police Department.
3. Plans, develops and implements divisional goals, objectives, policies, procedures and guidelines.
4. Facilitates and coordinates staff support for actual or potential disaster preparedness for the City of Glendale.
5. Develops, administers and monitors the division's budget; directs the forecasting of future needs.
6. Directs and participates in the development of the division's work plan; assigns projects and programs, reviews and evaluates methods and results.
7. Serves as the City's liaison on disaster preparedness and homeland security issues with the United States Federal Emergency Management Agency, the State of Arizona Division of Emergency Management, Maricopa County Department of Emergency Management, agencies within the city and other municipalities.
8. Assists in the hiring, training, evaluation and recommends level of discipline for personnel within the division.
9. Oversees the coordination, preparation and implementation of division grant applications and programs related to disaster preparedness and homeland security.
10. Performs research, analyzes findings, prepares recommendations and reports for police management.
11. Responds to and resolves the most sensitive or complex complaints or problems.
12. Responds to major emergencies and/or disasters occurring within the city.
13. Reviews federal, state and local legislation, and offers organizational strategies or advise after consultation with the Police Department Intergovernmental Relations.
14. Represents the Police Department and the city at various conferences, conventions and other meetings.
15. Speaks before public and professional groups to provide information on division activities and programs and to promote public understanding and awareness.
16. Develops special projects as requested by the Assistant Police Chief.

SECONDARY FUNCTIONS

17. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

Principles and practices of public administration

Principles, practices of modern emergency management system administration

Principles and practices of employee supervision, training and performance evaluation

Federal, State and local laws, codes, regulations, and standards governing the coordination of emergency preparedness, prevention, protection, response, recovery and mitigation activities

Research techniques, methodology and procedures

Ability to:

Supervise, train and develop employees effectively

Plan, direct and evaluate emergency management, civil defense and homeland security activities

Plan, coordinate and evaluate the functions and activities of the Emergency Management Division

Prepare and administer a division budget

Perform research, analyze findings, prepare and present reports and recommendations on Emergency Management Division issues

Establish and maintain effective working relationships with city staff and the general public

Communicate effectively verbally and in writing

Interpret state and federal funding regulations and the impact to the City

Read, analyze and accurately interpret federal, state and local emergency management policies and procedures

Develop and administer new policies, procedures and strategies related to disaster preparedness and homeland security

Operate in all areas of a hazard zone

WORKING CONDITIONS

Office setting with occasional field response.

MINIMUM QUALIFICATIONS

Bachelor's degree in public administration, business administration, emergency management or a related field and five years of responsible experience in public administration or business administration including three years of emergency management experience and two years of supervisory experience. Masters Degree preferred.

Any equivalent combination of training and experience that provides the required knowledge, skills and abilities is qualifying.

SPECIAL REQUIREMENTS

Must complete the Certified Emergency Manager (CEM) program through the International Association of Emergency Manager's (IAEM) within eighteen months of employment.

May respond to major incidents and coordinate support efforts.