

**CITY OF GLENDALE**

<b>TITLE:</b>	<b>Emergency Services Coordinator</b>	<b>CLASS CODE:</b>	<b>675</b>
<b>REPORTS TO:</b>	<b>Various</b>	<b>GRADE:</b>	<b>29</b>
<b>DEPARTMENT:</b>	<b>Various</b>	<b>FLSA:</b>	<b>E</b>

**JOB SPECIFICATION DATE: June 30, 2008 mac**

**JOB SUMMARY**

Performs highly complex professional work involving program development and management within a Department.

**ESSENTIAL FUNCTIONS**

1. Performs complex planning and program management including design, development, coordination, and implementation. Reports findings and recommendations, documents approvals and is accountable for projects end product.
2. Develops and implements risk assessments for emergencies in area of assignment.
3. Assembles and leads project teams. Defines scope and schedules for review, sets performance objectives, makes assignments, monitors progress, and reviews the work of interdisciplinary teams; and resolves issues. Exercises problem solving skills and negotiates agreements in area of responsibility where appropriate.
4. Conducts research and analysis, evaluates findings, identifies significant issues and develops recommendations on routine and complex projects. Compiles data and develops trends, provides projections, and prepares reports for use by the management team. Prepares and presents reports to internal or external groups.
5. Manages related grant programs including applications and monitors compliance.
6. Conducts site inspection for approval of appropriateness and compliance with regulations for use by related projects.
7. Serves as a subject matter representative to federal, state, local municipalities and other interest groups or task forces. Provides technical support or training, information, and guidance to others on procedures, plans or policy in area of responsibility.
8. Drafts amendments or operating procedures, and designs guidelines for review and maintains files.
9. Procures approved capital items in accordance with policy.
10. Reviews current and proposed city, state and federal laws and legislation; provides recommendations.
11. Manages special and ongoing programs and projects as assigned.

**SECONDARY FUNCTIONS**

12. Performs other related duties as assigned.

## **KNOWLEDGE, SKILLS, ABILITIES**

### **Knowledge of:**

- Public administration and government organization principles and practices
- Project management, planning and research techniques, methods, principles and procedures
- Emergency management principles and practices
- State and Federal Agency procedures and compliance for area of assignment
- Grant management procedures and practices
- Emergencies methods and principals
- Current practices for programs in area of assignment

### **Skill in:**

- Operation of computers and applicable software
- Performing basic life support

### **Ability to:**

- Integrate and apply the concepts of comprehensive emergency management (mitigation, preparedness, response and recovery) into disaster programs including ability to identify and analyze the effects of hazards
- Secure technical and financial assistance available through grants and state and federal programs including the ability to interpret federal and state funding regulations
- Develop and maintain working relationships with private, local, state and federal officials and the public
- Comprehend and make inferences from written material and gather pertinent facts, make thorough analyses, and arrive at sound conclusions
- Observe, compare, or monitor data included in management reports to determine compliance with procedures
- Produce written documents with clearly organized thoughts using proper sentence construction, punctuation, and grammar
- Communicate orally in a face-to-face, one-on-one setting, in group settings, or using a telephone
- Remain in a sitting position for long periods of time
- Exercise initiative and independent judgment

## **WORKING CONDITIONS**

Office setting with occasional field work

## **MINIMUM REQUIREMENTS**

Requires a Bachelor's degree in emergency management, public or business administration, government management, or a related field and two years experience in area of assignment.

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

## **SPECIAL REQUIREMENTS**

- Valid Arizona's drivers' license
- Basic Life Support Certification depending on area of assignment