

Code: 8620
Public Safety Service
Fire Service Group
Emergency Communications Series

CLASS TITLE: **Emergency Management Coordinator**

CHARACTERISTICS OF THE CLASS: Under general supervision, the class performs specialized emergency response and management support functions, assisting in the coordination and execution of programs and activities in preparation for and response to emergency and disaster situations; and performs related duties as required.

ESSENTIAL DUTIES: Participates in the on-going development and updating of the city's emergency management plan for mitigation, preparedness, response and recovery; coordinates work efforts with other city departments and outside agencies to develop and implement operating procedures for the city to effectively prepare for and respond to emergency or disaster situations; prepares and oversees staff preparing action plans detailing the responsibilities and activities of emergency personnel and the allocation of equipment and other resources; responds to emergency and disaster situations, coordinating activities and implementing plans of action to effectively minimize loss of life and property damage and provide needed emergency assistance; coordinates recovery efforts, working with city departments and outside agencies to implement short and long term activities to restore city operations; evaluates current training programs and develops proposals for the effective training of emergency response personnel; conducts research and remains abreast of emergency management programs at the local, state and federal level; prepares reports to apprise management of best practices and new developments in the area of emergency management preparedness and training; attends meetings regarding local, state and national emergency management programs and homeland security issues.

RELATED DUTIES: Gathers and analyzes financial data relating to the costs associated with emergency management response program.

MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from an accredited college or university with a Bachelor's degree in Business Administration, Public Administration or a related field, supplemented by three years of project management or emergency management experience, or an equivalent combination of training and experience.

Code: 8620
Public Safety Service
Fire Service Group
Emergency Communications Series

CLASS TITLE: **Emergency Management Coordinator**

(Cont'd)

Knowledge, Abilities and Skill. Considerable knowledge of the city's emergency management response plan. Considerable knowledge of the policies and procedures governing the city's emergency management operations. Good knowledge of local, state and federal emergency management response plans. Good knowledge of project management principles and practices.

Ability to coordinate and monitor staff assigned to specialized emergency management operations. Ability to establish and maintain effective working relationships with local, state and federal emergency management agencies. Ability to develop and implement emergency plans and procedures.

Considerable skill in coordinating and assessing the activities of staff assigned to specialized emergency management areas. Considerable skill in assessing emergency situations and effectively allocating resources. Considerable human relations skills. Excellent oral and written communication skills.

Working Conditions. Inside: General office environment. Outside: May be exposed to hazardous materials and severe weather conditions.

Equipment. Standard office equipment including personal computers.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

March, 2003
City of Chicago
Department of Personnel