

EMERGENCY MANAGEMENT COORDINATOR

FUNCTION OF THE JOB

Under direction to be responsible for the development and implementation of a comprehensive program designed to prepare for, respond to, and recover from the effects of natural, technological, weapons of mass destruction (WMD) or public health hazards which impact Waukesha County residents; to be responsible for the implementation and administration of the planning and reporting requirements for hazardous chemicals used in business, industry, and government; to act as a liaison with local officials regarding emergency planning and funding; and to perform other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Ensures that various County emergency operations plans are in a state of readiness for implementation in order to minimize the effect of natural, technological, WMD, or public health disasters that may impact on the citizens in the County.
2. Develops and coordinates the programs and activities necessary to support the Local Emergency Planning Committee and provides technical assistance to business and industry in complying with EPCRA requirements.
3. Serves as a liaison to towns and municipalities and coordinates and assists in developing emergency operation plans, and integrates such plans with the County plan.
4. Determines the need for federal financial assistance after a disaster and coordinates the damage assessment and disaster analysis process; and assists County jurisdictions with the preparation of federal disaster project applications and administration of disaster declarations.
5. Meets with elected officials to promote emergency preparedness programs and resolve problems that develop.
6. Serves as a representative of the County to professional groups, community organizations, and the general public on emergency management issues and as the County Executive's liaison to County fire and police agencies and conducts presentations to promote education and awareness of department services.
7. Selects, assigns, evaluates, supervises, trains and handles personnel issues of the staff, and oversees scheduling of all activities.
8. Coordinates and administers an on-going grant program by preparing applications and submitting reports to provide Waukesha County with any funding available to support the various emergency management programs and assists local agencies in pursuing grants and funding.
9. Promotes, directs, and arranges training for local officials, fire departments, and police departments regarding their responsibilities for emergency planning and operations.
10. Conducts field audits of facilities using hazardous chemicals, develops off-site response plans for hazardous chemical emergencies, and plans and conducts emergency operation exercises and drills.
11. Provides technical assistance and on-site inspection of schools and businesses to develop severe weather plans to ensure public safety.
12. Under direction of the Director of Emergency Preparedness serves on the Local Emergency Planning Committee and implements and administers the requirements of the Emergency Planning and Community Right to Know Act.
13. Prepares the budget and authorizes expenditures.
14. Interacts with the media.
15. Under direction, activates the County's Emergency Operations Center (EOC) and acts as advisor to the Director of Emergency Preparedness and/or County Executive, acts as the EOC manager, and is the County contact for National Incident Management System (NIMS) Compliance.
16. Serves as the County wide Business Continuity Coordinator, supervises, and coordinates business

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Page 2

CHARACTERISTIC DUTIES AND RESPONSIBILITIES (continued)

- recovery activities during declared emergencies; administers maintenance of the Business Continuity Plan.
17. Establishes and maintains effective working relationships with diverse groups including elected and appointed officials, public safety chiefs, media and the general public.
 18. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Thorough knowledge of principles, practices, and procedures used in the administration of the emergency planning program.
2. Thorough knowledge of federal, state and county emergency management laws, including emergency planning and reporting requirements.
3. Thorough knowledge of state and local resources available in emergency situations, both governmental and private.
4. Comprehensive knowledge of emergency procedures used by the protective service units of local government.
5. Working knowledge of principles and practices of public relations and media presentations.
6. Working knowledge of computerized department program software, internet access, and database, spreadsheet and word processing programs.
7. Ability to prepare and make public presentations in public forums to promote the department objectives.
8. Ability to plan, organize, and effectively present ideas, concepts, recommendations and presentations to elected officials, towns, municipalities, agencies, committees, and the media.
9. Ability to plan, organize, supervise and evaluate the work of others.
10. Ability to coordinate, prepare and/or deliver a variety of training programs for both the emergency responders and general public.
11. Ability to plan, organize, and direct County wide emergency management programs.
12. Ability to prepare and maintain accurate reports and records.
13. Ability to communicate effectively both verbally and in writing.
14. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles.
15. Ability to establish and maintain effective public and working relationships with diverse groups, including elected and appointed officials, public safety chiefs, media, and the general public.
16. Ability to use computerized data base management systems to record and coordinate information.

Training and Experience

1. Graduation from a recognized college or university with a bachelor's degree in emergency management, public safety, public administration, or a closely related field.
2. Three (3) years of work experience in public safety, emergency planning, public administration, or a closely related field.
3. Additional work experience in an emergency management or public safety environment or a closely related field may substitute on a year for year basis for the post high school education requirement.
4. Valid driver's license.