

Champaign County Job Description

Job Title: EMA Coordinator

Department: EMA (Emergency Management Agency)

Reports to: Sheriff or his/her designee with rank of Lieutenant or higher

FLSA Status: Exempt

Grade Range: K

Prepared Date: February, 2013

SUMMARY Maintains a current operational emergency operation plan for the County.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Responsible for maintaining an emergency operation plan for the County. Coordinates disaster planning efforts with local EMA organizations, public safety departments, area hospitals, the news media and the University of Illinois Risk Management unit as well as the State of Illinois Management Agency.

Meets with appropriate agencies to update an on-site coordination plan which eliminates duplication efforts and confusion during emergency situations. Reviews contingency plans in the event of possible manmade and natural disasters, shares information with area emergency coordinators and prepares proposals for new equipment and procedures.

Responsible for the activation of emergency plans in accordance with established policy and is on 24-hour call. Monitors news and severe weather situations. In emergencies, contacts all required, designated and volunteer staff in order to secure divers, communications personnel, storm spotters and other necessary resources, equipment and personnel.

Responsible for requesting state assistance and enrolling and discharging volunteers during emergency situations.

Coordinates the County's responsibilities for development of Public Safety Plans and the rewrite/update of current emergency and disaster plans (SARA Title III Hazardous Materials Plan, Champaign County All Hazard Plan, the Terrorism Consequence Management and the Pandemic Flu Plan).

Meets with staff from schools, nursing homes and businesses and provides assistance to developing emergency plans for each facility. Works to secure joint purchases of equipment and shared training costs in order to reduce EMA unit expense.

Ensures that the general public receives reasonable notification of emergency situations and meets with the media to encourage cooperation.

Responsible for the County to maintain an Emergency Operation Plan that meets State and Federal mandates for accreditation in order to be allowed to participate in State and Federal grant programs.

Responsible for exercising the County plans with Public Safety Departments and private agencies.

SUPERVISORY RESPONSIBILITIES Directly supervises 1-2 employees in EMA and up to 18 volunteer personnel during various emergencies and other activities. Also strongly influences individuals and organizations involved with emergencies throughout the County. Carries out supervisory responsibilities in accordance with the County's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

During emergencies, one or more of the following may also report to the Coordinator: Chief of Communications, Chief of Disaster Response, Chief of Dive Team and Chief of Special Vehicles.

QUALIFICATIONS to perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE Bachelor's Degree in Emergency Planning. Three to five years of experience in emergency management and/or supervising disaster plan response operations. Knowledge of State and Federal system operations. Knowledge of grant process.

LANGUAGE SKILLS Ability to read and interpret documents such as Federal and State regulations, operating and maintenance instructions, and procedure manuals. Ability to write reports and correspondence. Ability to speak effectively before groups of employees, public safety employees or the general public.

MATHEMATICAL SKILLS Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw graphs or simple maps.

REASONING ABILITY Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in written or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS Must possess ICS 100, 200, 700, and 800b Certification or obtain in 6 months. Must possess ICS 300 & 400 or obtain in 1 year. Must possess Illinois Professional Emergency Management Certificate or obtain in 2 years. Certificates, licenses, and registrations will be maintained in accordance with statute requirements. The Sheriff and/or designee can require other certifications, licenses, or registrations be obtained and maintained.

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. Normal physical activity, although during times of emergencies, individual may encounter difficult situations such as severe weather, flooding or possible manmade catastrophe. The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; sit; and talk; or hear. The employee is occasionally required to use hands to finger, handle, or feel; and reach with hands and arms. The employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision and color vision.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. Normal office conditions unless involved with directing on-site disaster recovery. The noise level in the work environment is usually quiet.