# Town of Sturbridge Job Description

**Job Title:** Emergency Management Coordinator

**Department:** Emergency Management **Reports To:** Emergency Management Director **FLSA Status:** Exempt

**Prepared By:** Thomas Ford **Prepared Date: 12-12-12 Approved By:** Personnel Committee **Approved Date: 8-19-15**

**Approved By:** Board of Selectmen

# Approved Date: 11-16-15

**Grade:** 6

***Emergency Management Coordinator***

# Supervisory Responsibilities

This job has no supervisory responsibilities.

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

# Education and/or Experience

Associates degree required. Bachelor's degree in Political Science, Emergency Management, Risk Management or related field strongly preferred.

Minimum 2 years experience in emergency management, public safety, public health or related field, or any combination thereof.

Minimum 2 years experience with personal computer operation and Windows operating systems. Experience using social media preferred.

Incident Command training

Grant writing and administration experience preferred Purchasing/procurement experience preferred Experience organizing groups and/or training preferred.

# Language Skills

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

# Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, **commissions, proportions, percentages, area, circumference, and vo]ume.** Ability to apply concepts of basic algebra and geometry.

# Reasoning Ability

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

# Computer Skills

To perform this job successfully, an individual should have knowledge of Database software; Internet software; Spreadsheet software and Word Processing software.

# Certificates, Licenses, Registrations

!CS 400 IS 800, IS 800a

# Other Skills and Abilities

Ability to work in a collaborative manner with diverse populations. Excellent oral and written communication abilities.

Knowledge of National Incident Management System, (Incident Command System)/National Response Framework/National Disaster Recovery Framework.

Working knowledge of Geographic Information System (GIS). Understanding of FEMA Public and Individual Assistance grants. Understanding of the Unifonn Disaster Situation Report (UDSR). Knowledge of the Hazard Mitigation Grant Program (HMGP).

Knowledge of the Pre-disaster Mitigation Grant (PDM). Knowledge of Flood Mitigation Assistance (FMA).

Knowledge of Comprehensive Preparedness Guide (CPG) 101 version 2.

Understanding of the Homeland Security Exercise Evaluation Program (HSEEP) exercise methodology.

Understanding of the Emergency Planning and Community Right-to-Know Act (EPCRA) and EPCRA Computer and Haz-Mat Equipment Grant.

Understanding of emergency notification systems (IPAWS & Connect CTY).

# Other Qualifications

Related Emergency Management Certifications

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to talk or hear. The employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places and outside weather conditions. The noise level in the work environment is usually moderate.