

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

**CLASS TITLE: Senior Emergency Management Coordinator**

**CHARACTERISTICS OF THE CLASS:** Under general supervision, the class functions at the technical specialist level, performing professional emergency management work in the areas of preparedness, mitigation, response and recovery; and performs related duties as required.

**ESSENTIAL DUTIES:** Coordinates with inter-departmental staff and outside agencies to develop and update city-wide emergency management plans in preparation for and response to homeland security incidents, emergencies and disaster situations; ensures emergency plans comply with federal Department of Homeland Security and state requirements and guidelines; collaborates with other city departments and outside agencies to develop and implement operating procedures and action plans to effectively utilize emergency personnel and equipment during emergency or disaster situations; oversees staff engaged in planning and executing multi-agency training programs, disaster simulation exercises and emergency operations drills to prepare city departments to effectively respond to emergencies; implements action plans, coordinating multi-agency efforts during emergencies and city-wide special events; provides logistical support and coordinates resources and personnel at the scene of emergencies, natural disasters and homeland security incidents; conducts and oversees staff conducting research regarding emergency management programs and best practices for inclusion in emergency and disaster management plans; performs threat and vulnerability assessments, determining necessary security and risk mitigation measures; prepares management reports relating to personnel and resource costs associated with emergency management programs.

**RELATED DUTIES:** Drafts public informational materials and conducts public education presentations on emergency management programs; provides direction and guidance to lower level emergency management coordinators.

**MINIMUM QUALIFICATIONS:**

Training and Experience. Graduation from an accredited college or university with a Bachelor's degree supplemented by two years of experience in emergency management, law enforcement, or fire prevention or safety operations, or an equivalent combination of training and experience, provided that the minimum degree requirement is met.

Must have a valid State of Illinois driver's license.

CLASS TITLE: **Senior Emergency Management Coordinator (Cont'd)**

Knowledge, Abilities and Skill. Considerable knowledge of emergency management response planning. Considerable knowledge of the policies and procedures governing emergency management operations. Good knowledge of project management principles and practices. Good knowledge of local, state and federal emergency management response plans. Some knowledge of supervisory methods and practices.

Ability to coordinate and manage staff assigned to specialized emergency management operations. Ability to develop and implement emergency plans and procedures. Ability to prepare and maintain program cost reports.

Good skill in coordinating emergency management activities with responder departments and agencies. Good skill in establishing and maintaining effective working relationships with local, state and federal emergency management agencies. Good skill in assessing emergency situations and effectively allocating resources. Good human relations skills. Good oral and written communication skills.

Physical Requirements. Ability to access emergency or disaster sites.  
Working Conditions. Inside: General office environment. Outside: Exposure to hazardous conditions.

Equipment. Safety equipment. Communications 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.