

CITY OF MARYSVILLE AGENDA BILL
EXECUTIVE SUMMARY FOR ACTION

CITY COUNCIL MEETING DATE: 12/11/17

AGENDA ITEM:	
New Business: Emergency Preparedness Coordinator	
PREPARED BY:	DIRECTOR APPROVAL:
Gloria Hirashima, Chief Administrative Officer	
DEPARTMENT:	
Executive	
ATTACHMENTS:	
1. Emergency Preparedness Coordinator Job Description	
BUDGET CODE:	AMOUNT:
SUMMARY:	
<p>The 2018 budget amendments included a position entitled Emergency Preparedness Coordinator. In 2018 the City will be operating an internal emergency management program. The City notified Department of Emergency Management that it would be ending the interlocal agreement to contract for emergency management services on 12/31/17. This enables the City to utilize the contract funds previously allocated to support staffing and services of an expanded emergency management program to support department and community preparedness.</p> <p>The proposed job description has been developed and reviewed by the Executive Office and Human Resources Department. The recommended classification is Pay Code N9 of the current Non Represented pay grid. This translates to Pay Code N112 of the new Non Represented pay grid proposed for 2018 implementation.</p>	

RECOMMENDED ACTION:
Staff recommends that Council approve the Emergency Preparedness Coordinator pay classification, establishing the position at Pay Code N9 (N113 if new system is adopted) of the Non Represented pay grid.

**City of Marysville
Job Description**

Job Title:	Emergency Preparedness Coordinator
Department/Division:	Executive
Reports To:	Risk/Emergency Management Officer
FLSA Status:	non-exempt
Union Status:	non-union
Approval/Revision Date:	January 2018

POSITION SUMMARY

Under the direction of the Risk/Emergency Management Officer, this position is responsible for administrative duties in planning, coordinating, developing and promoting of emergency preparedness, response, recovery, and mitigation functions; assisting in ensuring that departments have emergency response plans in place to protect public safety and provide for basic city services during disasters; assisting with identifying potential emergency conditions; assisting in organizing major strategies for coping with emergency situations; providing critical support in ensuring that response plans are coordinated between all departments, and with other jurisdictions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Other duties may be assigned as needed.

1. Assist in developing and implementing emergency management plans.
2. Assist in developing and conducting exercises and tabletop drills to determine preparedness, disaster response and recovery of key city functions in emergency response situations
3. Assist in developing strategic communications and messages, facilitate Emergency Operations training and Volunteer Reception Center Training
4. Volunteer recruitment and coordination. Develops annual volunteer training plan.
5. Promote emergency preparedness, response, recovery and mitigation programs within the community by making presentations to city departments, businesses, service organizations and general public
6. Participate in community events to increase awareness of emergency preparedness and the role of emergency management.
7. Assist in the development and design of training programs, teach and provide training in all aspects and phases of emergency management to the community, business, schools, and city staff as assigned.
8. Report on the process of emergency planning, and ensure that the work is organized and carried out in a manner that is consistent with city goals
9. Serve in the City of Marysville's Emergency Operations Center or other locations as assigned during a disaster or other emergency.

10. Seek program funding through grant and other opportunities, and maintain documentation related to those funding streams.
11. Identify, recruit, select, and coordinate instructors/recruiters/presenters/volunteers and resource staff to support various programs.
12. Delegate, assign, prioritize, review and ensure timely completion of duties of volunteers and interns.
13. Maintain interagency and local emergency service agreements.
14. Maintain the Emergency Management internal and external web pages.
15. Create and maintain databases to support the work of the Risk/Emergency Manager and city volunteers in emergency management.
16. Assist with coordination and teaching programs like Community Emergency Response Team (CERT) and Map Your Neighborhood (MYN).
17. Attend a variety of meetings, community events, training classes and assist in special assignments. May chair such meetings as assigned.
18. Remain current with relevant technological advancements as it relates to field.
19. Maintain reliable and punctual attendance, work evening and/or weekend hours as assigned, and travel as required.

KNOWLEDGE, SKILLS AND ABILITIES

- The five elements of emergency management: prevention, protection, response, recovery, mitigation.
- Emergency management programs, practices, resources, agencies, and personnel.
- All Federal and State requirements for filing, maintaining, and testing emergency operation plans.
- Incident Command System.
- National Incident Management System.
- Demonstrated ability to develop and implement policies and procedures for emergency management from a whole community perspective.
- Manage the people and resources necessary for effective emergency response and recovery programs.
- Competent in emerging technologies and media that is utilized in emergency management preparation, response, recovery, and mitigation.
- Interact with all city departments, a variety of law enforcement agencies, emergency services agencies, other city and county governments, and community groups.
- Analyze situations quickly and objectively, to recognize actual and potential dangers, and to determine proper course of action.
- Communicate effectively both orally and in writing.

QUALIFICATIONS

A combination of the experience, education, and training listed below which provides an equivalent background to perform the work of this position.

Experience:

Two years of professional level experience in workplace in emergency management and/or teaching of emergency preparedness or emergency services, or any equivalent combination of education and experience which provides the applicant with the desired skills, knowledge, and ability to perform job. Must possess a valid Washington State driver's license.

Education and Training:

- High School diploma or GED is required.
- Bachelor's degree in emergency management, public or business administration, or related field.

PHYSICAL DEMANDS / WORKING CONDITIONS

The physical demands and characteristics of the work environment described here are representative of those occurring in the performance of the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is primarily performed in an office environment, although physical hazard from fire, traffic, contagious diseases, toxic gases, hazardous materials and other hazards may occur during disaster situations. Work with computer, printer, photocopier, fax machine and cellular phone.

Exerting up to 25 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

This position description generally describes the principle functions of the position and the level of knowledge and skills typically required. It does not constitute an employment agreement between the employer and employee, and it is subject to change as the needs of the employer and the requirements of the job change.