



Office of Human Resources  
Emergency Management Specialist - CA0849

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### General Statement of Duties

Performs intermediate professional level emergency management work including developing, coordinating, and implementing emergency plans and operating procedures, developing educational and community outreach strategies, analyzing and distributing information concerning natural and man-made emergencies and/or disasters, planning and conducting emergency management exercises and training classes, and developing resource management procedures.

### Distinguishing Characteristics

The Emergency Management Specialist is distinguished from the Emergency Management Specialist Senior that performs full performance professional level emergency management work including developing, coordinating, and implementing emergency plans and operating procedures, developing educational and community outreach strategies, analyzing and distributing information concerning natural and man-made emergencies and/or disasters, planning and conducting emergency management exercises and training classes, serving in senior level emergency response roles, and developing risk assessments and emergency management procedures.

The Emergency Management Specialist is distinguished from the Deputy Director of Emergency Management that administers the Office of Emergency Management in the absence of the director, coordinates the City/County Emergency Operations Plan, and performs rotational duty officer functions and other supervisory duties as assigned.

### Essential Duties

Reviews and analyzes city emergency management plans, makes recommendations to revise, update, and improve emergency plans to effectively handle disasters or major emergencies, develops new plans as needed, and ensures that plans are current and adequately address specific emergencies or disasters and that plans conform with federal and state requirements.

Revises, updates, and/or develops city-wide emergency management standard operating procedures, ensures that operating procedures are consistent and understood by emergency management partners/liaisons, and maintains close communication with designated partners/liaisons in order to relay new procedures and developments.

Coordinates with all city departments and private/public organizations that have operational roles in emergency situations for the purpose of developing multi-agency approaches to emergency management planning, gathers, analyzes, and distributes information concerning natural and man-made emergencies/disasters, and coordinates multiple agencies during emergencies and/or exercises.

Conducts risk and threat assessments, works with and advises city departments on their emergency plans, coordinates interdepartmental activities, and advises city officials regarding disaster mitigation, response, and recovery procedures and resources.

Participates in ensuring preparedness, available of equipment and supplies, and readiness of staff and facilities..

Develops educational and community outreach programs to inform citizens on overall emergency preparedness, works closely with volunteer, community, and business groups to coordinate educational programs and planning efforts, and assists in the preparation of emergency press releases.

Develops and manages the City's emergency management training and exercise program, and participates in City, Regional and State training and exercise planning processes.

Performs duty officer functions on a rotating basis, serves in the Emergency Operations Center when activated, evaluates emergency/crisis incidents, coordinates agency and city/county response, and performs operational duties at emergency/crisis location.

By position, ensures the readiness of the City's Emergency Operations Center (EOC) facility and administers the information sharing, communications, warning, and resource management systems and processes.

Performs other related duties as assigned.

Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the Mayor.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

### Competencies

**Decision Making** - Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.

**Influencing/Negotiating** - Persuades others to accept recommendations, cooperate, or change their behavior; works with others towards an agreement; negotiates to find mutually acceptable solutions.

**Information Management** – Identifies a need for and knows where or how to gather information and organizes and maintains information or information management systems.

**Planning and Evaluating** – Organizes work, sets priorities, determines resource requirements, determines short or long-term goals and strategies to achieve them, coordinates with other organizations or parts of an organization, monitors progress, and evaluates outcomes.

**Problem Solving** – Identifies problems, determines accuracy and relevance information, and uses sound judgment to generate and evaluate alternatives and to make recommendations.

**Reasoning** – Identifies rules, principles, or relationships that explain facts, data, or other information, analyzes information, and makes correct inferences or draws accurate conclusions.

**Teaching Others** - Helps others learn through formal or informal methods; identifies training needs; provides constructive feedback; coaches others on how to perform tasks; acts as a mentor.

### Knowledge & Skills

Knowledge of emergency planning and disaster response coordination and knowledge of state and federal laws, regulations, and directives relating to emergency planning and preparedness.

Knowledge of the military, intelligence, public safety and security, occupational health and safety investigations and inspection, rules, regulations, precautions, and preventive techniques for protecting people, data, and property.

### Level of Supervision Exercised

By position, performs lead work.

**Education Requirement**

Bachelor's Degree in Emergency Management, Political Science, Public Administration, Business Administration, or a related field.

**Experience Requirement**

Three (3) years of professional experience in emergency management or a first responder discipline. (All positions will require experience in a specific emergency management area such as planning, operations, community relations, or logistics.)

**Education & Experience Equivalency**

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

**Licensure & Certification**

By position, requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

**Working Environment**

Potential exposure to unpleasant elements (accidents, injuries, and illness).

Subject to varying and unpredictable situations.

Handles emergency or crisis situations.

Subject to many interruptions.

Pressure due to multiple calls and inquiries.

Subject to traffic, roadways, and pedestrians.

**Level of Physical Demand**

2 - Light (10 - 20 lbs.)

**Physical Demands**

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Balancing: Maintaining equilibrium.

Carrying: Transporting or moving an object.

Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.

Fingering: Picking and pinching, through use of fingers or otherwise.

Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.

Hearing: Perceiving and comprehending the nature and direction of sounds.

Lifting: Moving objects weighing no more than 10 pounds from one level to another.

Reaching: Extending the hands and arms or other device in any direction.

Sitting: Remaining in a stationary position.

Talking: Communicating ideas or exchanging information.

Vision Far Acuity: Ability to perceive or detect objects clearly at 20 feet or more.

Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.

**Background Check Requirement**

Criminal Check  
Employment Verification  
Education Check  
By position, Motor Vehicle Record

**Assessment Requirement**

None

**Probation Period**

Six (6) months.

**Class Detail**

**Pay Grade: EX-11**  
**FLSA Code: Y**  
**Established Date: 9/21/2018**  
**Established By: LS**  
**Revised Date: 10/03/2019; 03/27/2022**  
**Revised By: SO; GT**  
**Class History:**  
**SO - Updated title from Emergency Management Coordinator to Emergency Management Specialist.**  
**GT – Revise General Statement, Distinguishing Characteristics, Level of Physical Work, and Level of Supervision.**