CLASS TITLE: EMERGENCY MANAGEMENT CRISIS INFORMATION MANAGEMENT SOFTWARE (CIMS) COORDINATOR

Class Code: 02717401
Pay Grade: 26A
EO Code: B

CLASS DEFINITION

GENERAL STATEMENT OF DUTIES: Within the Emergency Management Agency, to perform technical work in providing support services and oversight for both routine day-to-day operations and during an activation of the Rhode Island Emergency Management Agency’s State Emergency Operations Center (SEOC); to coordinate use and acquisitions of technology to support ongoing and disaster operations for the agency as well as ensuring the continual operational readiness of the facility; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of a superior with considerable latitude for the exercise of independent judgment and initiative relevant to program activities; work is subject to review through consultations and/or written reports for satisfactory performance and conformance to laws, policies, directives, rules and regulations.

SUPERVISION EXERCISED: None.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

Within the Emergency Management Agency, to perform technical work in providing support services and oversight for both routine day-to-day operations and during an activation of the Rhode Island Emergency Management Agency’s State Emergency Operations Center (SEOC); to coordinate use and acquisitions of technology to support ongoing and disaster operations for the agency as well as ensuring the continual operational readiness of the facility.

To develop, update, and assist staff and partner agencies with disaster management software (disaster-LAN) used to manage emergencies, to include developing and delivering training of the software.

To develop and implement upgrades and improvements to the SEOC as well as ongoing maintenance of current systems and equipment is expected; to coordinate and interact with Emergency Management and Public Safety officials at the Federal, State, and local levels;

To ensure that all technological and functional equipment utilized by the division and SEOC are maintained.

To coordinate with geographic information systems working groups and contacts in order to integrate mapping systems for use in the agency.

To develop and update plans and procedures specific to the assigned area in order to execute service and support branch missions.

To interface with vendors and partners to evaluate and implement enhancements utilized during emergencies or exercises.

To perform duties involving coordination and extensive interaction with Emergency Management and Public Safety officials at the federal, state, local levels.

To perform Emergency Operations Center duties as required.

To do related work as required.
REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND ABILITIES: A thorough knowledge of Crisis Information Management Software (CIMS); a working knowledge of the principles and practices of emergency management; a working knowledge of Emergency Operations Center facilities, National Incident Management System and the Incident Command System; a working knowledge of personal computers and database management software; a working knowledge of and ability to operate Incident Management Systems; a working knowledge of Alert and Warning; a working knowledge of Amber Alert; the ability to learn software and procedures such as troubleshooting, analyzing issues, and recommending effective solutions with a moderate level of supervision; the ability to communicate effectively, both orally and writing and facilitate training sessions; the ability to develop training materials and maintain appropriate documentation; the ability to prepare and present oral reports of considerable complexity with clarity and persuasiveness; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: Possession of a Bachelor’s Degree in Emergency Management, Homeland Security, Fire and Life Safety, or related field such as risk management or continuity planning; and,
Experience: Such as may have been gained through: considerable experience in emergency management staff experience (emergency coordinator, planner, analyst or consultant) in a private, local, state or federal emergency management agency similar public safety related organization. Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENTS:

At the time of appointment:
1. Must obtain and maintain a valid Motor Vehicle Operator's license.
2. Must obtain and maintain a Department of Homeland Security Clearance.

Within six (6) months of appointment (subject to course availability):
1. Must obtain and maintain certificates of training for ICS 100, 200, 247a, 248, 251, 300, 400, 700, 775 and 800.
2. Must obtain and maintain completion of FEMA Professional Development Series.
3. Must receive formal training and maintain certificate for Crisis Information Management Software such as WebEOC.
4. Must complete FEMA’s EOC Managers course.

Class Created: February 19, 2017