

# **CLASS TITLE: EMERGENCY MANAGEMENT LOGISTICS COORDINATOR**

**Class Code: 02708101**

**Pay Grade: 28A**

**EO Code: B**

## **CLASS DEFINITION**

**GENERAL STATEMENT OF DUTIES:** Within the Emergency Management Agency, to perform administrative and technical work in developing State and Local emergency plans or providing oversight for a major emergency program in the Operations Branch of the Rhode Island Emergency Management Agency; to plan and organize branch planning or program activities by coordinating and communicating with stakeholders impacted by disaster events to keep them up-to-date on the situation; to be responsible for logistics, warehouse inventory and maintenance of emergency supplies, material, vehicles, trailers or other specialized equipment, resource management, disaster recovery planning work of considerable difficulty involving support of and execution of agency disaster recovery plans; to be assigned as the Emergency Management Assistance Compact (EMAC) A-TEAM point of contact; to manage the department Motor Vehicle Fleet; to perform Emergency Operations Center duties as required during incident; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the administrative direction of a superior with latitude for the exercise of independent judgment and initiative in organizing the unit's planning or program activities; work is subject to review through consultations and/or written reports for satisfactory performance and conformance to laws, policies, directives, rules and procedures.

**SUPERVISION EXERCISED:** None.

## **ILLUSTRATIVE EXAMPLES OF WORK PERFORMED**

Within the Emergency Management Agency, to perform administrative and technical work in developing State and Local emergency plans or providing oversight for a major emergency program in the Operations Branch of the Rhode Island Emergency Management Agency.

To plan and organize branch planning or program activities by coordinating and communicating with stakeholders impacted by disaster events to keep them up-to-date on the situation.

To be responsible for logistics, warehouse inventory and maintenance of emergency supplies, material, vehicles, trailers or other specialized equipment, resource management, disaster recovery planning work of considerable difficulty involving support of and execution of agency disaster recovery plans.

To be assigned as the Emergency Management Assistance Compact (EMAC) A-TEAM point of contact.

To manage the department Motor Vehicle Fleet.

To perform Emergency Operations Center duties as required during incident.

To perform day-to-day activities involving all areas of emergency operations and logistics.

To assist with the design and development of state emergency logistic and resource management plans.

To assist in testing and evaluation methods to be used in determining appropriateness of state and local disaster preparedness plans.

To serves as source of emergency management information for local groups, mobile support units, and the media.

To ensure that disaster records and inventories are maintained.

To assist in the development of processes that utilize resources during disaster situations.

To assist with and administer budgets to comply with statutory mandates.

To coordinate all emergency program logistics.

To work closely with other members of the emergency team to develop an emergency logistics structure to deliver the response plan; assist with assessments, plan proposed interventions, provide overviews of logistics requirements for the development of project proposals and coordination between logistics and program teams to ensure adequate logistics service provision throughout the response.

To support procedures and policies as necessary for the effective management of the emergency supply chain,

vehicle fleets, communication systems, and the logistics components of the emergency response program delivery.

To ensure that appropriate standards of logistics procedures and policies are implemented and adhered to and that all emergency logistics staff receives adequate briefing and training, and that those tools and procedures are shared and coordinated with relevant staff.

To maintain emergency stock warehouse in line with the response requirements; monitor storage and issue of transit and centralized stocks, ensuring the re-allocation of emergency stocks to project budgets after issue to the field, and tracking distribution.

To ensure management of vehicle fleets is in line with appropriate standards, maintain effective allocation system and safe use of vehicles.

To establish a link between the FEMA Region I Logistics Management and State.

To establish, maintain, and execute state logistics plans, policies, procedures, and doctrines.

To develop and maintain national logistics support requirements and capabilities, and visibility of resources.

To serve as the state coordinator and single integrator for logistics support.

To leverage efficiencies in vendor networks and maximizes full capacity across all partners.

To be assigned as the Emergency Management Assistance Compact (EMAC) A-TEAM point of contact.

To oversee and coordinate Rhode Island Emergency Management Logistics functions which includes the Rhode Island State Law Enforcement Support Office (LESO) or LESO Program.

To act as the State Emergency Operations Center (SEOC) Logistics Section Chief when needed upon activation of the SEOC.

To manage state staging activities including: review and Revise State Staging Plan annually to EMAP Standards; maintain State Staging sites and state staging equipment; develop Points of Distribution Plan (POD's); coordinate and conduct POD training with FEMA, State and Local entities.

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGE, SKILLS, AND CAPACITIES:** A thorough knowledge of emergency planning and preparedness at the local, state and national level; a thorough knowledge of the background and objectives of emergency management programs, administrative practices, and procedures, including grants and contracts; a thorough knowledge of Incident Command System (ICS) and National Incident Management System (NIMS); a thorough knowledge of the Emergency Management Assistance Compact (EMAC); a thorough knowledge of the practices and techniques of emergency preparedness; a working knowledge of standard office administrative practices and procedures, including filing and the use of standard office equipment; a working knowledge of the use of computer applications, programs and inventory software, including word processing, basic spreadsheet and other office administrative applications; the ability to comprehend and interpret federal, state, and regional protocols and regulations to assist with the development of community based emergency preparedness programs for compliance; the ability to create, proofread, and/or edit materials for accuracy and completeness; the ability to maintain accurate and complete files, initiate and organize work, coordinate projects, set priorities, meet critical deadlines, and follow-up on assignments with a minimum of direction; the ability to communicate professionally and effectively, both verbally and in writing, with co-workers, officials, public organizations, and the general public to exchange or convey information; the ability to exercise sound independent judgment within established policy and procedural guidelines; the ability to prepare clear, concise, accurate, and effective reports, correspondence, informational packets, and other written materials; the ability to perform superior organizational, project management, problem solving, and multi-tasking skills; the ability to maintain composure and function effectively in potentially challenging circumstances; the ability to logically analyze problems, interpret data, determine alternatives and propose solutions; the ability to communicate effectively, both orally and in writing; the ability to foster and grow the whole community concept; the ability to deal with a variety of individuals from various socio-economic, cultural, and ethnic backgrounds, in person and over the telephone, and related capabilities and abilities.

## **EDUCATION AND EXPERIENCE:**

Education: Possession of an associate's degree in emergency management, homeland security, fire and life safety, or related field such as risk management or continuity planning; and

Experience: Considerable experience in emergency management 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.

### Within six (6) months of appointment (subject to course availability):

1. Must complete the EMAC courses entitled the "Understanding EMAC" and "A-TEAM Operations".
2. Must obtain an Emergency Management Assistance Compact "A" Team qualification.
3. Must obtain and maintain a Commercial Driver's License (CDL) minimum Class B required, Class A (CDL) License holders are subject to Federal Motor Carrier Safety Administration (FMCSA) and Department of Transportation (DOT) Drug & Alcohol Testing Program). Subject to a physical examination administered by a licensed Physician.
4. Must obtain and maintain certificates of training for ICS 100, 200, 300, 400, 700, and 800.
5. Must obtain and maintain completion of the FEMA Professional Development Series.
6. Must obtain and complete L967 All Hazards Logistics Section Chief
7. Must obtain and complete OSHA Forklift Operator Certification

### Within one (1) year of appointment:

1. Must obtain and maintain a Department of Homeland Security Clearance.

Class Created: February 19, 2017

Class Revised: August 30, 2020