

**CLASS TITLE: EMERGENCY MANAGEMENT PREPAREDNESS
COORDINATOR**

Class Code: 02714900
Pay Grade: 26A
EO Code: B

CLASS DEFINITION

GENERAL STATEMENT OF DUTIES: Within the Emergency Management Agency, to perform analytical and planning work in developing State and Local emergency exercise and preparedness plans for a major emergency program in the Preparedness Branch of the Rhode Island Emergency Management Agency; to organize their unit's preparedness or program activities; coordinate projects and negotiate programs with the Federal Emergency Management Agency (FEMA) and local government; and participate in major preparedness, response, recovery and mitigation operations; to interact with all state agencies, Rhode Island municipalities and other political subdivisions, volunteer organizations, tribal and private enterprises, to schedule, conduct, deliver and evaluate emergency management and homeland preparedness programs statewide; and 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 branch'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 regulations.

SUPERVISION EXERCISED: None.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To coordinate RIEMA's community based emergency preparedness instruction and information programs with other local and agencies.

To coordinate Public Information Distribution and public relations related to community emergency preparedness.

To coordinate Program Development and Assistance – coordination and support of local volunteer recruitment and training programs as it applies to the FEMA Citizens Corps Program.

To coordinate Preparedness Education & Training Programs; conducting, performing, or delivering public emergency preparedness and other safety related education programs.

To assist in the development of policies and procedures related to the Emergency Preparedness Program.

To assist in identifying and periodically re-evaluating emergency preparedness training needs for various groups and organizations.

To assist in developing and preparing presentation/lesson plans for emergency preparedness training.

To assist in developing and preparing a wide variety of program documentation.

To coordinates RIEMA's community based emergency preparedness instruction and information programs with that of other local and regional agencies.

To serves as primary contact for public requesting information and/or emergency preparedness related services.

To maintain records, statistics, and other pertinent information for the Emergency

Preparedness Program.

To assist in the preparation of reports and other documents as may be required to comply with Federal Emergency Management Agency (FEMA) rules, regulations, and guidelines.

To implement programs involving emergency management-related technology, equipment, trends, and innovations to meet state and federal emergency planning standards and funding criteria.

To assist in the preparation of the budget for emergency preparedness and planning activities.

To prepare meeting agendas and summaries.

To attend and participate in various professional and community meetings related to emergency preparedness.

To develop public safety information and press releases related to community emergency preparedness.

To participate in safety events where the delivery of program information may be made to the following groups: business, employee organizations, homeowners, seniors, scouts, schools, and other such groups or organizations that may have a need for safety/ preparedness information.

To coordinate the Program's public relations element, including equipment demonstrations and public information outreach.

To coordinate the Program's sign displays and materials at various public venues.

To conduct public presentations and promotes public/community information to stimulate interest in disaster preparedness.

To recruit and maintain a stable group of knowledgeable and experienced volunteer instructors to serve as the backbone for the delivery of instructional training to the community.

To assist in the training of primary instructors to deliver objectives of RIEMA's Emergency Preparedness Program.

To coordinate emergency management activities with local community-based organizations and agencies.

To implement community emergency response team (CERT) training for local businesses, schools, and neighborhoods.

To work with legal staff to address legal considerations of volunteering.

To provide a mechanism too regularly exercise volunteers and involve them in drills.

To manages grants or financial contracts that support partner agencies.

To do related duties as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGE, SKILLS, AND CAPACITIES: A thorough knowledge of the practices and techniques emergency preparedness; a thorough knowledge of applications and uses of modern training practices; a thorough knowledge of the basic trends and current developments in training; 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 program; a thorough knowledge of administrative practices, and procedures, including grants and contracts; a thorough knowledge of communication equipment, hazardous materials, field operations, and command and control principles for first responders; a thorough knowledge of Incident Command System (ICS) and National Incident Management System (NIMS); a thorough knowledge of presentation graphics, multi-media devices, and computer programs and software; a

thorough knowledge of business English, including spelling, grammar, letter writing, and standard formats for reports and correspondence; a working knowledge of standard office administrative practices and procedures, including filing and the use of standard office equipment; a working knowledge of computer applications related to the work, including word processing, basic spreadsheet and other office administrative applications; a working knowledge of varied administrative and clerical work in an independent manner with an emphasis on attention to detail and exceptional quality; the ability to comprehend and interpret federal, state, and regional protocols and regulations for development of community based emergency preparedness programs for compliance; the ability to create, proofread, and/or edit materials for accuracy, completeness, compliance with State policies, format, and English usage, including grammar, punctuation, and spelling; the ability to maintain accurate and complete files; the ability to 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, schools, the media and the general public to exchange or convey information; the ability to deal with a variety of individuals from various socio-economic, cultural, and ethnic backgrounds, in person and over the telephone; the ability to prepare course outlines, lesson plans, and other educational materials; 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 apply established practices, theories, techniques and methodology of training programs in emergency management; the ability to establish and maintain effective working relationships with employees working in an agency and to solicit their cooperation in the overall training program; the ability to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority; the ability to logically analyze problems, interpret data, determine alternatives and propose solutions; the ability to communicate effectively; the ability to foster and grow the whole community concept; 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 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 obtain and maintain certificates of training for ICS 100, 200, 300, 400, 700, and 800.
2. Must obtain and maintain completion of FEMA Professional Development Series.

Class Created: February 19, 2017