

VALLEY REGIONAL FIRE AUTHORITY JOB OPPORTUNITY

Emergency Management Coordinator

The VRFA is seeking a dedicated and highly motivated individual to join our team as an Emergency Management Coordinator. Reporting directly to the VRFA Deputy Chief of Community Risk Reduction, this position is responsible for evaluating, planning, and coordinating emergency preparedness for the Valley Regional Fire Authority!



- **Initial Applicant Review:** October 12, 2023
- **Tentative Interview Date:** October 23, 2023

- **Salary Range:** \$8,397.39 - \$10,322.45 monthly
- **Hiring Range:** \$8,397.39 - \$9,310.28 monthly

This is a full-time, exempt, non-represented position with the opportunity to establish and administer programs that play a crucial role in enhancing the safety of our community.

ESSENTIAL FUNCTIONS

- Collaborate with stakeholders to develop and maintain emergency management plans.
- Disseminate emergency preparedness messaging internally and externally.
- Serve as an emergency management liaison to member cities.
- Participate in updating the Comprehensive Emergency Plans with our partner cities.
- Develop and recommend policies and procedures.
- Lead, coordinate, and participate in emergency management activities and meetings.
- Deliver training on emergency preparedness.
- Ensure compliance with relevant laws and regulations.
- Evaluate and improve emergency preparedness within VRFA divisions.
- Manage NIMS compliance and disaster documentation.
- Coordinate DOC activation and maintain mutual aid plans.
- Pursue and administer emergency management grants.
- Maintain accurate records and documentation.
- Plan and conduct disaster training exercises.
- Coordinate emergency supply replenishment and readiness.
- Build relationships with community entities for disaster planning.
- Assist with budget management.
- Maintain communication devices and readiness for emergencies.

KNOWLEDGE, SKILLS, & ABILITIES

- Demonstrates effective performance under pressure and amidst interruptions.
- Consistently completes tasks and projects with thoroughness and timeliness.
- Exhibits strong time management skills, effectively managing priorities.
- Possesses excellent interpersonal skills.
- Self-motivated and capable of working independently, multitasking, meeting deadlines, and producing quality, detail-oriented work.
- Follows supervisor's instructions, posted work rules, and established procedures.
- Maintains a courteous and effective demeanor when interacting with various stakeholders, including public officials, citizens, contractors, vendors, supervisors, and colleagues, whether in person or over the telephone.
- Proficient in operating a variety of computer programs, including Microsoft Office Suite, emergency notification systems, and incident management applications.
- Displays initiative in carrying out job responsibilities.
- Ability to work a full-time work schedule, occasionally being available beyond regular business hours for meetings or emergency coordination.
- Performs additional work-related duties as assigned.

The essential functions and working conditions are only a representation of and are not all inclusive of such for this position. For more detailed information please visit www.vrfa.org/careers to review the job description.



**PROUDLY SERVING THE WASHINGTON STATE
COMMUNITIES OF ALGONA, AUBURN, AND PACIFIC**

Valley Regional Fire Authority offers a comprehensive benefit package that includes paid medical, dental, & vision; HRA veba plan; deferred compensation program, paid time off, and more excellent benefits!

REQUIRED EDUCATION & EXPERIENCE:

Bachelor's degree in public administration, Emergency Management, or a related field **and** 3 years of experience in emergency management, disaster preparedness, or a related field; **or** a combination of experience, education, and training to perform the essential functions of the job.

Completion of FEMA ICS 100, 200, 700, and 800 courses.

Preferred experience in an Incident Command Post, EOC/ECC, or similar ICS organization during an incident.

Completion of the FEMA EMI Professional Development Series is preferred.

Desired certifications include Certified Emergency Manager and related trainer certificates (CERT, ICS, etc.).

HOW TO APPLY:

Please submit **ALL** application materials (listed below) to the VRFA. The VRFA application can be found on our website at vrfa.org/careers.

- Letter of Interest
- Resume
- VRFA Application Form (PDF)

In order for your application to be considered, **you must submit all 3 forms** to HR@vrfa.org by 5:00 pm on the initial review date of October 12, 2023.

You may also mail your full application packet to:

**Human Resources
VRFA Headquarters Station 31
1101 D Street NE, Auburn, WA 98002**

The VRFA is an Equal Opportunity Employer. The HR Department will provide assistance in the recruitment, application, and selection process to applicants who request assistance by calling 253-288-5800.