

VALLEY REGIONAL FIRE AUTHORITY

JOB & CLASS DESCRIPTION

TITLE: Emergency Management Coordinator		AFFECTED DEPARTMENTS: Community Risk Reduction	
LAST REVISED: 9/11/2023	PAGE NO: OF: 1 4	PAY GRADE: N07 (Exempt)	AFFILIATED NON-AFFILIATED X

NATURE OF WORK

Under the direction of the Valley Regional Fire Authority (VRFA) Deputy Chief of Community Risk Reduction, this position is responsible for evaluating, planning, and coordinating emergency preparedness for the VRFA.

ESSENTIAL FUNCTIONS

- Leads and/or collaborates with a variety of internal and external stakeholders to ensure VRFA's plans and associated protocols related to emergency management are developed, maintained, and exercised as needed. Examples of these plans include, but are not limited to, a vulnerability assessment, disaster preparedness, wildfire risk reduction, and Continuity of Operations Plan (COOP).
- Works collaboratively with VRFA Public Education staff to develop, disseminate, and maintain messaging related to emergency preparedness both internally and externally.
- Serves as an emergency management liaison to VRFA member cities (Auburn, Algona, and Pacific).
- Participates as needed in the review, update, and implementation of the Comprehensive Emergency Management Plan (CEMP) as requested by the City Emergency Managers.
- Recommends and develops policies and procedures related to areas of responsibility.
- Leads, coordinates, and/or participates in multi-disciplinary groups, activities, and meetings related to emergency management, emergency response, and community preparedness.
- Assists in the development and design of training programs; teaches and provides training in all aspects and phases of emergency preparedness to the public, business, community agencies, schools, and others as assigned.
- Possesses and maintains a working knowledge of local, county, state and federal laws and rules that pertain to emergency management, including RCW 38.52, Stafford Act, National Response Framework, WAC 118-30, HSPD 5, and HSPD 8; works to incorporate these and other industry

standards into emergency management program activities, ensuring compliance with those that are regulatory.

- Evaluates emergency planning and preparedness for each VRFA division, identifies deficiencies and works with the appropriate division to correct deficiencies; ensures that division plans are coordinated and integrated and that employees in each division have the training necessary to carry out their designated functions during a disaster.
- Serves as the VRFA's National Incident Management System (NIMS) Compliance Officer, ensuring compliance, and the filing of appropriate state and federal compliance reports.
- Acts as the VRFA's point of contact for presidentially declared disasters for FEMA and Washington State EMD during the documentation and reimbursement process.
- Coordinates and trains personnel to activate the VRFA's Department Operations Center (DOC) during emergency activations.
- Ensures that the VRFA are party to appropriate local, county, regional, and statewide mutual aid plans.
- Pursues, prepares, and administers emergency management grants related to program needs and post-disaster reimbursement.
- Ensures that record keeping and administrative functions related to emergency planning document review and updates, grant funding, training and exercise documentation, budget, and project records are properly stored.
- Establishes and maintains a regular exercise plan related to emergency management, and prepares, organizes, and coordinates disaster training exercises and drills to test the readiness and effectiveness of all related policies and procedures; facilitates post-exercise debriefings and critiques.
- Coordinates, and completes, activities of emergency management programs such as station emergency supply replenishment.
- Ensures that the VRFA has adequate emergency supplies on hand to support staff during a disaster.
- Works collaboratively with other VRFA divisions and workgroups to develop and maintain relationships with schools, hospitals, churches, and the business community within the VRFA service area to encourage emergency preparedness and disaster recovery planning. Ensures that plans created by those entities work in concert with the VRFA's various emergency management planning documents.
- Assists with budget management and makes budget recommendations to the VRFA Deputy Chief of Community Risk Reduction

- Carries assigned communication devices and maintains ability to respond to DOC during emergencies and disasters.

KNOWLEDGE, SKILLS, AND ABILITIES

- Works effectively under pressure and with frequent interruptions.
- Completes work and projects in a thorough and timely manner.
- Ability to manage priorities effectively.
- Strong interpersonal skills.
- Self-Starter, able to work independently, multi-task, complete tasks on time and produce quality, detail-oriented work.
- Understands and follows directions from supervisor, posted work rules, and procedures.
- Works courteously and effectively with public officials, citizens, contractors, vendors, supervisors, and other employees, both in person and over the telephone, assisting them with a wide variety of information pertaining to the VRFA.
- Ability to operate a variety of computer programs including, but not limited to, Microsoft Office Suite, emergency notification systems, and incident management applications.
- Shows initiative in performing job functions.
- Ability to work a full-time schedule. Occasionally may need to be available outside of regular business hours to attend meetings or to assist with coordination during an emergency.
- Performs other work-related tasks as assigned.

WORKING CONDITIONS

The employee generally works indoors in clean, climate-controlled workspace. The employee is required to occasionally work outdoors, in inclement weather, to visit exercise and disaster sites, which may require walking on uneven ground. The employee is required to sit, talk, and hear; frequently required to work and use hands to finger, feel, or handle writing utensils, computers, and office supplies, which require repetitive arm, wrist, and hand movement; occasionally required to stand and reach with arms and hands, climb, balance, stoop, kneel, crouch, bend, or crawl; and occasionally required to lift and/or move up to 25 pounds. Specific vision abilities required include close, distance, color, peripheral vision, depth perception, and the ability to adjust focus. The position requires mental acuity to ensure thorough mental analysis of situations in a fast-paced environment. The position exercises sound and ethical judgment in the decision-making process. The employee is frequently required to perform work in confidence and under pressure for deadlines, and is required to maintain professional composure, tact, patience, and courtesy at all times.

REPORTING RELATIONSHIPS

Under the direction of the Deputy Chief of Community Risk Reduction, the employee exercises independence in establishing and administering programs. The employee has significant responsibility for assuring that activities are performed within the scope of professional standards and ethics, and within the scope of federal, state, and city laws and regulations. Matters of policy are referred to the Deputy Chief.

REQUIRED EDUCATION AND EXPERIENCE

Bachelor's degree in public administration, Emergency Management, or related field and three (3) years of experience in emergency management, disaster preparedness, or related field; **OR** a combination of experience, education, and training that would demonstrate the level of skills, knowledge, and abilities required to satisfactorily perform the essential functions of the job.

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

Documented experience working in an Incident Command Post, EOC/ECC, or other ICS organization during an incident is preferred.

Completion of the FEMA EMI Professional Development Series is preferred.

Certified Emergency Manager and one or more related trainer certificates (CERT, ICS, etc.) is preferred.

REQUIRED LICENSES & REQUIREMENTS

Possess and retain a valid state driver's license without impending loss at time of appointment.

Successfully pass the required background check.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the

employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.