

EMERGENCY SERVICE COORDINATOR

General Job Description:

1. Coordinate resources from all areas before, during and after an emergency.
2. Manages activities relating to preparedness and response.
3. Ensure all participants of the process:
 - a. Are aware of potential threats to the County.
 - b. Participate in mitigation and prevention activities.
 - c. Plan for emergencies using an all-hazards approach.
 - d. Operate effectively in emergency situations.
 - e. Conduct effective recovery operations after the emergency.
4. The Emergency Services Coordinator coordinates all components of the emergency management system for the County.
 - a. Fire and police.
 - b. Emergency medical programs and services.
 - c. Volunteers and volunteer organizations.
 - d. Other groups that are involved in emergency activities.

Specific Duties include, but, are not limited to:

1. Coordinate the emergency planning process with other organizations and governmental units and work with other county, state and federal agencies.
2. Advise and inform the County Board of Commissioners.
3. Identifying potential hazards and their effects on the County.
4. Develop educational programs.
5. Establish a network of expert advisors and damage assessors for all hazards.
6. Coordinate a review of all emergency related authorities.

Job Requirements:

1. Must not have a prior misdemeanor or felony criminal history.
2. Must have a good driving record.
3. Must be able to maintain a satisfactory working relationship with the Sheriff's Office as many of the activities will be coordinated through the Sheriff's Office.
4. Requires at a minimum 30 hours per week to handle the responsibilities of the job.
5. A background in Law Enforcement and/or Fire Service and/or EMS would be desirable.
6. Must have computer skills; most grants, budgets and communication are done electronically.
7. Must be able to travel to various meetings throughout the State.
8. Must have excellent communication skills and be able to communicate effectively with other agency department heads.
9. Must be available to coordinate emergencies throughout the County.
10. Must be on call for any emergency.
11. Must complete the Work Agreement reached with the State's Homeland Security Emergency Management Division.
12. Must be able to secure grants for technical and financial assistance through State and Federal Programs.
13. Submit monthly Financial and Duty reports to the County Board of Commissioners.