



CLASS SPECIFICATION

09-08-11 EMERGENCY MANAGEMENT COORDINATOR, 1702

Summary of Duties: An Emergency Management Coordinator is responsible for developing, coordinating, and implementing emergency and disaster preparedness, response, recovery, and non-structural hazard mitigation programs, processes and procedures Citywide or for individual City departments, including drills and exercises designed to validate emergency plans, operating procedures, and operating guidelines; works with other City departments, governmental and private agencies to develop and implement emergency and disaster management programs for the City of Los Angeles; prepares comprehensive reports, research, recommendations, and correspondence for their assigned department or other administrative bodies as directed; and may supervise other Emergency Management Coordinators, City employees in other classifications, and/or volunteers involved in emergency and disaster management work.

Distinguishing Features: An Emergency Management Coordinator supports the General Manager of the Emergency Management Department (EMD), the Director of Airports Operations at the Los Angeles World Airports, or the executive management of a department. An employee of this class is involved in the development and implementation of local, state, and federally sponsored emergency and disaster management programs, including development of emergency and disaster plans, training, and exercises, and may coordinate these programs with other governmental, military, business and industrial, community service and non-governmental organizations. This work involves significant contact with the public.

Emergency Management Coordinators will normally work in an office and/or classroom setting. Emergency Management Coordinators will generally work during normal business hours, but may be required to work nights, weekends, and extended shifts, or be on call, when necessary. When necessary, incumbents will be required to respond to the City Emergency Operations Center (EOC), Department/Bureau Operations Center, or to other "field" assignments, which include Incident Command Posts and County or State facilities. Job assignments may also require working in adverse weather conditions.

Examples of Duties:

- When necessary, responds to the City EOC, Department/Bureau Operations Center, or to other field assignments (including Incident Command Posts and County or State facilities) to oversee, coordinate, or participate in preparation, response, and recovery functions;
- Assists during and after the City's response to an emergency or disaster in such activities as preparing reports and claims, gathering data for local, state and federal officials, and coordinating emergency and disaster assistance efforts;

- Assists in the establishment and staffing of a Local Assistance Center which may require coordination with other local, state, federal, and non-profit agencies that provide victim assistance;
- Assists in analyzing, developing and coordinating programs for City-wide emergency and disaster management;
- Develops and implements, as directed, emergency and disaster management programs for City employees such as non-structural hazard mitigation and disaster readiness;
- Develops and/or participates in the development of recovery plans after an emergency or disaster;
- Identifies needs and coordinates delivery of or conducts emergency and disaster management training, with the Personnel Department and other City departments as necessary;
- Develops, conducts, and evaluates tabletop, functional and/or full-scale emergency and disaster management training exercises;
- Establishes liaison with other governmental agencies and private agencies for purposes of coordinating exercises, drills and other activities;
- Prepares written after-action/corrective-action reports for the Emergency Operations Board and makes oral presentations thereon;
- Designs and facilitates After-Action and Improvement Planning meetings;
- May draft and maintain emergency and disaster management plans, work plans, and procedures, or supervise staff doing such work;
- Develops emergency and disaster readiness education programs and distributes literature for all sectors of the community;
- Organizes and/or participates in emergency and disaster readiness community outreach events;
- Makes presentations to groups requesting information on the City's emergency operations programs;
- Responds to correspondence and telephone requests for information from the public and the media;
- Participates in briefings of local elected officials, visiting officials, and others regarding the City's emergency and disaster management programs;
- Analyzes proposed State and Federal legislation for its impact on City emergency and disaster management operations and makes recommendations on City positions regarding proposed legislation;
- Assists in the preparation, analysis and administration of emergency and disaster management budget items;
- Assists in the preparation of emergency and disaster management related grant applications and related requests for proposals and contracts;
- Provides assistance to City departments on the development of emergency operations activities;

- Consults with other City departments and other agencies to develop multi-agency approaches to planning, training, and the provision of emergency services; and
- May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications:

Knowledge of:

- Current practices and trends in emergency and disaster management;
- The various responsibilities of City Departments and other agencies involved in the Emergency Operations Organization during the preparedness, response, recovery, and mitigation phases of an emergency;
- Federal, state, and local regulations and policies affecting emergency and disaster management activities;
- Techniques and methods of developing and implementing training programs and exercises for the City's Emergency Operations Organization;
- Basic office and business procedures and practices;
- Interrelationships and responsibilities of City departments, the City Council, Council Committees, and other related governmental and public organizations as provided for by the City Charter, City ordinances, and pertinent State laws;
- Effective safety principles and practices; and
- Memoranda of understanding as they apply to emergency and disaster staff and City operations.

Ability to:

- Analyze emergency operations planning gaps and make logical and practical recommendations for their solution;
- Plan, organize, coordinate, implement, and administer City emergency and disaster management programs;
- Effectively apply standardized federal and state level emergency and disaster management practices, procedures and processes during contingency operations in both Incident Command Post and EOC operations;
- Interact tactfully and effectively with City officials and employees, business and civic leaders, representatives of other governmental and private agencies, the public, and the media; and
- Prepare and present clear and concise written and oral reports.

Minimum Requirements:

1. Three years of full-time paid experience in administrative analysis or operations planning, one year of which must have been administering or coordinating a broad based disaster preparedness or emergency operations program for a government agency, emergency services organization, or large company, which included developing or revising an

emergency plan or training program for large scale disasters such as those resulting from earthquakes or floods: or

2. Two years of experience as a City department's representative to the City of Los Angeles' Emergency Operations Organization in administering or coordinating a City department's emergency operations program, which included developing or revising an emergency plan or training program for large scale disasters.

License: A valid California driver's license is required.

Physical Requirements: Strength to perform average lifting up to five pounds and occasionally over fifteen pounds; good speaking and hearing ability; and good eyesight.

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the person's limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.