



## Emergency Management Coordinator

### *Job Description*

**Job Classification:** Exempt/Full Time

**Work Schedule:** Varies

**Reporting Relationship:** Nemaha County Commissioners

### **Primary Accountabilities:**

The Emergency Management Coordinator is responsible for coordination of Preparedness, Response, Recovery, Mitigation, and deployable resource activities of the Nemaha County Emergency Management Department and overall management of the department.

### **Major Duties:**

- Develops, maintains, and updates the Nemaha County Local Emergency Operations Plan in accordance with the provisions of the State Emergency Operations Plan and the Federal Emergency Operations Plan.
- Works with the various municipal jurisdictions within the county to develop their own local emergency operations plans.
- Coordinates training and exercise activities to develop or improve response agency capabilities.
- Provides on-going assessments of county response capabilities, risks, and vulnerabilities.
- Represents Nemaha County in area, regional, and state level emergency response committees, working groups, and boards.
- Establishes working relationships with local, state, and federal response agencies to support local response and recovery activities.
- Supports interoperability of communications within the county.

- Meets with the Board of County Commissioners, local municipal jurisdictions and city councils concerning emergency management issues.
- Develops mutual aid agreements to supplement local resources in times of disaster incidents.
- Promotes an awareness of changes in federal, state, and local laws, rules, regulations, policies, and directives.
- Provides public education concerning emergency management topics.
- Provides rapid assessments and established communications with the Kansas Division of Emergency Management.
- Conducts on-going disaster and needs assessments and provides resources and personnel availability information.
- Assists in establishing response priorities and the allocation of resources.
- Manages and monitors public information messages.
- Participates in briefings and planning meetings.
- Assists in demobilization plans.
- Coordinates operations and management of the County Emergency Operations Center during disaster situations.
- Establishes networking through attendance at meetings, working groups, conferences, workshops, trainings, exercises, etc. that establishes procedures and policies for accessing such resources throughout the state.
- Develops, maintains, and updates the Nemaha County Mitigation Plan.
- Encourages the inclusion of Mitigation Plans in new building projects or infrastructure improvements that will eliminate or lessen the impact of one (1) or more of the hazards and risks faced by the county.
- Serves as the Nemaha County Floodplain Management Coordinator
- Serves as the Nemaha County Safety & Security Operations Director
- Performs any other duties and completes any special assignments as directed by supervisors.

**Qualifications:**

- Must possess high school diploma or GED; college training/graduate preferred.
- Must possess valid Kansas drivers' license.
- Must pass background check.
- Must possess excellent interpersonal communication skills, writing skills, and public relations skills.
- Must possess public administration skills and budget management skills.
- Must possess computer skills.
- Must possess ability to manage multiple priority projects and meet deadlines.
- Previous emergency response agency experience is helpful. (Law Enforcement, Fire, EMS, etc.)

- Must have or be willing to obtain training necessary to earn the Kansas Certified Emergency Manager designation as provided by the Kansas Emergency Management Association.
- Must be in good physical health and able to work for extended hours in high stress situations

**Physical Demands:**

- Light work in that the worker sits most of the time
- Frequently required to walk, sit, and talk or hear.
- Is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands or arms.
- Must occasionally lift and /or move up to twenty-five (25) pounds.
- Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

**Work Environment:**

- Majority of work is performed in a moderately noisy office work environment, with frequent interruptions.

**Additional Duties:**

Additional duties and responsibilities may be added to this job description at any time. The job description does not state nor imply that these are the only activities to be performed by the employee(s) holding this position. Employees are required to follow any other job-related instructions and to perform any other job-related responsibilities as requested by their supervisor.

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Employee Signature

Date

Supervisor Signature

Date