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| Job: | EMA Coordinator | FLSA: | Non-Exempt |
| Department/Div: | Fire Department | EEO-4: | |
| Supervises: | None | Date: | 05/2023 |
| Pay: | \$54,304.22 (DOQ) | | |

JOB SUMMARY

Under general supervision of the Fire Chief, the EMA Coordinator will plan, organize, and coordinate citywide emergency management efforts through the preparation and maintenance of the City Emergency Plan; liaison with local, county, state, and federal agencies; represents the City of Brunswick at various emergency planning meetings; performs emergency management duties in support of the Local Emergency Planning Committee (LEPC); designs, develops, and delivers emergency preparedness and response information and educational training programs.

MAJOR DUTIES

1. Manages the operations of emergency management to ensure proper implementation of the department's vision and mission.
2. Develop, coordinate, and implement a City Readiness Initiative.
3. Create and lead multiple cross-disciplinary teams and external partners in the development, implementation, monitoring, and modification of emergency preparedness plans.
4. Perform administrative and technical duties for the continued development and maintenance of the City's Emergency Management Program in coordination with county EMA personnel.
5. Prepare and submit reports and planning updates to state and federal agencies as required.
6. Prepares and submits grant applications related to the function of EMA and public safety and manages acquired grants.
7. Prepares and delivers public education presentations designed to enhance awareness and foster personal preparedness among the citizens of Brunswick Georgia, civic, and other local organizations, business, and industries.
8. Performs administrative and technical duties for the facilitation and coordination of training and exercises involving City departments, local,

- state, and federal partners, and external agencies.
9. Establishes and maintains effective working relationships with city, county, state, and federal agencies, and other groups as necessary to emergency management.
 10. Maintains all necessary files and documentation related to emergency management and preparedness.
 11. Functions within the Emergency Operations Center (EOC) or other designated Special Operations Center (SOC) during emergency and non-emergency incidents including, but not limited to, major emergencies, incidents, disasters, training exercises, and special events.
 12. Monitors weather and weather conditions, especially during notable times such as hurricane season.
 13. Represents the City at various meetings, trainings, conferences, and seminars as required.
 14. Coordinates special projects/programs as necessary to implement the City's Emergency Management Program.
 15. Performs other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

1. Federal, state, and local legislation, practices, and procedures associated with emergency management and emergency situations.
2. Principles of municipal emergency service program planning and development, policies, operations, services, and activities.
3. Knowledge of and ability to prepare comprehensive plans.
4. Familiarity of nuclear, technological, natural, chemical, or otherwise classified hazards within the jurisdiction.
5. Considerations for the management and mitigation of various disasters.
6. Functions, procedures, and practices of Emergency Operations Center and emergency communications.
7. Curriculum development, effective instructional delivery strategies, and the development of instructional materials.
8. Causes and effects of natural and/or man-made disasters, emergency response command, and public communication systems.
9. Principles related to fiscal responsibility.
10. Safe work and driving principles and practices.
11. Principles of research and analysis; sources of information pertinent to public sector administration.
12. Proficient in English usage, spelling, grammar, and punctuation.
13. Proficient with technology; principled in the use of technology to enhance the ability and efficiency of the department.
14. Certifications and professional development related to emergency management and subsequent maintenance of achieved certifications.

SUPERVISORY CONTROLS

The EMA Coordinator exercises oversight regarding training and preparedness for the City of Brunswick. This includes but is not limited to the

administration of various types and amounts of training, discourses, and/or the functional sharing of knowledge in the accomplishment of their duties.

GUIDELINES

Guidelines include NFPA, OSHA/NIOSH, Fire Department Standard Operating Guidelines and Procedures, local, state, and federal laws and governances related to emergency management. These guidelines require judgement, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied fire prevention, suppression, and maintenance duties. Varying types of calls and maintaining employee/citizen safety contributes to the complexity of the position.
- The purpose of this position is to help save lives and protect property. Success in this position contributes to maintaining/saving life and property of the City's citizens.

CONTACTS

- Contacts are typically with City Hall, Glynn County Fire Department, Public Works, Water Department, public, 911 Dispatch, firefighters, Command Staff, EMS, Police Officers, Southeast Georgia Healthy system, Georgia Power, various weather and/or news agencies, and other partners or agencies as related to emergency preparedness and planning.
- Contacts are typically to give or exchange information.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing, walking, bending, crouching, or stooping. The employee occasionally/frequently lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes sense of smell.
- The work is typically performed in a noisy place, and outdoors, occasionally in inclement weather. The employee is exposed to dust, dirt, grease, machinery with moving parts, and contagious, infectious diseases, or irritating chemicals. Work requires use of protective devices such as masks, goggles, and gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

High school diploma or equivalent required.

Minimum four (4) years of experience in public safety with one year (1) in emergency management.

Bachelor's degree in a related field or any combination of experience and training that would provide the requisite knowledge, experience, and ability to perform the job duties effectively.

Georgia Certified Emergency Manager (must obtain within one year of employment).

NIMS ICS 100, 200, 300, 400, 700, 800 (must obtain within one year of employment).

Valid State of Georgia driver's license.