



CITY OF MARYSVILLE
invites applications for the position of:

Emergency Preparedness Coordinator

An Equal Opportunity Employer

SALARY: \$5,777.00 - \$7,247.00 Monthly

OPENING DATE: 12/04/18

CLOSING DATE: Continuous

POSITION SUMMARY:

Open until filled. First review 12/19/18.

This position has been re-posted as full-time.

Under the direction of the Risk/Emergency Manager, this position is responsible for administrative duties in planning, coordinating, developing and promoting of emergency preparedness, response, recovery, and mitigation functions; assisting in ensuring that departments have emergency response plans in place to protect public safety and provide for basic city services during disasters; assisting with identifying potential emergency conditions; assisting in organizing major strategies for coping with emergency situations; providing critical support in ensuring that response plans are coordinated between all departments, and with other jurisdictions.

EXAMPLES OF JOB DUTIES:

Other duties may be assigned as needed.

1. Assist in developing and implementing emergency management plans.
2. Assist in developing and conducting exercises and tabletop drills to determine preparedness, disaster response and recovery of key city functions in emergency response situations.
3. Assist in emergency response activities including developing strategic communications and messages; facilitate Emergency Operations training and Volunteer Reception Center Training. Serve in the City of Marysville's Emergency Operations Center or other locations as assigned during a disaster or other emergency.
4. Identify, recruit, select, and coordinate volunteers, instructors, recruiters, presenters and resource staff to support various programs; develop annual volunteer training plan. Assign, prioritize and review timely completion of duties of volunteers and interns.
5. Promote emergency preparedness, response, recovery and mitigation programs within the community by making presentations to city departments, businesses, service organizations and general public. Maintain the Emergency Management internal and external web pages.
6. Participate in community events to increase awareness of emergency preparedness and the role of emergency management.
7. Assist in the development and design of training programs, teach and provide training in all aspects and phases of emergency management to the community, business, schools, and city staff as assigned. Assist with coordination of programs such as Community Emergency Response Team (CERT) and Map Your Neighborhood (MYN).
8. Report on the process of emergency planning, and ensure that the work is organized and carried out in a manner that is consistent with city goals

9. Maintain interagency and local emergency service agreements. Seek program funding through grant and other opportunities, and maintain documentation related to those funding streams.
10. Create and maintain databases to support the work of the Risk/Emergency Manager and city volunteers in emergency management.
11. Attend a variety of meetings, community events, training classes and assist in special assignments. May chair such meetings as assigned.
12. Remain current with relevant technological advancements as it relates to field.
13. Maintain reliable and punctual attendance, work evening and/or weekend hours as assigned, and travel as required.

QUALIFICATIONS:

A combination of the experience, education, and training listed below which provides an equivalent background to perform the work of this position.

- Two years of professional level experience in emergency management and/or teaching of emergency preparedness or emergency services.
- High School diploma or GED.
- Bachelor's degree in emergency management, public or business administration, or related field is desirable.
- Knowledge of the principles and practices of emergency management including the five elements of prevention, protection, response, recovery, and mitigation.
- Knowledge of emergency management and disaster preparedness programs, practices, resources, agencies, and personnel.
- Knowledge of Federal and State requirements for filing, maintaining, and testing emergency operation plans.
- Knowledge of Incident Command System and National Incident Management System.
- Ability to effectively operate windows based computer and software applications related to assigned department/division.
- Possession of, or ability to possess within six months of hire date, IS Level 100, 200, 700 and 800 certification.
- Possession of, or ability to possess within one month of hire date, a Washington State Driver's License.
- Must possess, or have the ability to possess within six months of hire, first aid and CPR certifications.

WORK ENVIRONMENT:

The physical demands and characteristics of the work environment described here are representative of those occurring in the performance of the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this job, the employee is frequently required to stand; walk; sit; kneel, bend, or climb and to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee must frequently lift up to 10 pounds; and occasionally lift and/or move 10 to 20 pounds; and seldom 20 to 50 pounds (may ask for assistance). Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, depth perception, and the ability to adjust focus.

Office work is performed mostly in an office environment while field work is performed primarily outside in a variety of weather conditions. While in the field, duties may require climbing ladders, standing or walking on variable surfaces including hard, even surfaces and uneven ground, as well as sloped embankments. Field work may also include exposure to physical hazard from fire, traffic, contagious diseases, toxic gases, hazardous materials and other hazards may occur during disaster situations.

Indoors, the noise level is usually moderate; outdoors, the noise level may be moderate to

loud. Office and field duties may both require work outside of normal business hours including evenings, weekends and extended hours per day as needed during emergency situations.

This position description generally describes the principle functions of the position and the level of knowledge and skills typically required. It does not constitute an employment agreement between the employer and employee, and it is subject to change as the needs of the employer and the requirements of the job change.

The City of Marysville is an Equal Opportunity Employer. Qualified applicants are considered for employment without regard to race, creed, color, sex, national origin, age, marital status, sexual orientation, or the presence of a non-job-related medical condition or disability.

Posted in-house: 12/10/18 - 12/14/18.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://marysvillewa.gov>

Job #00323
EMERGENCY PREPAREDNESS COORDINATOR
MK

OUR OFFICE IS LOCATED AT:
1049 State Avenue
Marysville, WA 98270
360.363.8000
jobs@marysvillewa.gov

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