



# Emergency Management Program Coordinator

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
EMERGENCY MANAGEMENT PROGRAM COORDINATOR I	6240	B17	\$42,976 - \$64,469
EMERGENCY MANAGEMENT PROGRAM COORDINATOR II	6241	B19	\$48,244 - \$76,028
EMERGENCY MANAGEMENT PROGRAM COORDINATOR III	6242	B21	\$54,278 - \$87,046
EMERGENCY MANAGEMENT PROGRAM COORDINATOR IV	6243	B23	\$61,184 - \$99,658
EMERGENCY MANAGEMENT PROGRAM COORDINATOR V	6244	B25	\$69,572 - \$114,099

## GENERAL DESCRIPTION

Performs emergency management or public safety program coordination work involving coordinating emergency management or public safety program activities and providing consultative services and technical assistance to program staff, governmental agencies, community organizations, or the public.

## EXAMPLES OF WORK PERFORMED

Plans, develops, and evaluates emergency management, public safety, or homeland security programs.

Provides information on service delivery system methods, outputs, and activities to identify gaps in resources and recommends improvements.

Provides technical assistance for warnings, alerts, and communications systems and emergency operations.

Monitors the outcomes of emergency management or public safety program initiatives.

Coordinates responses to requests for emergency assistance and resources.

Coordinates incident information, threat warnings, homeland security reports, weather information, bulletins, and other communications.

Coordinates surveys or reviews to determine compliance with requirements, laws, regulations, policies, and procedures related to emergency management and public safety.

Serves as a liaison between state agencies, local officials, volunteer group representatives, federal agency representatives, and other potential emergency response entities.

Participates in local, state, and federal emergency exercises.

Performs related work as assigned.

## DESCRIPTION OF LEVELS

*Examples of work and descriptions are meant to progress through the levels. For example, an employee at level V may also perform work listed within the previous levels.*

**Note:** *Factors that may distinguish between the journey levels include the degree of independence in performing the work and the complexity of the work and may include the employee's related experience, education, and certifications. Employees at the journey levels may independently perform the full range of work listed in the examples or may assist others in that work.*

**EMERGENCY MANAGEMENT PROGRAM COORDINATOR I:** Performs routine (journey-level) emergency management or public safety program coordination work. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment. Employees at this level may rely on direction from others to solve problems that are not standard. Employees may also assist others in performing work of greater complexity.

**EMERGENCY MANAGEMENT PROGRAM COORDINATOR II:** Performs complex (journey-level) emergency management or public safety program coordination work. Works under general supervision, with moderate latitude for the use of initiative and independent judgment. Employees at this level may work more independently than those at the previous level and may routinely assist others in performing work of greater complexity. Employees at this level may:

- Coordinate service delivery system methods, outputs, and activities to identify gaps in resources and recommend improvements.
- Research incident trends and findings related to emergency management and public safety projects under development.
- Develop policy and procedure manuals.
- Develop performance reports and implement changes.

**Note:** *Any senior-level employee (levels III-V) can serve as a team lead or supervisor; however, supervisory responsibilities within this job classification series will normally be found at levels IV and V. Senior-level employees may perform the full range of work listed in the examples above and may coordinate, oversee, or direct that work for others. Factors that may distinguish between senior levels include the scope of responsibility and oversight, the complexity of the work performed, and the employee's related experience, education, and certifications.*

**EMERGENCY MANAGEMENT PROGRAM COORDINATOR III:** Performs highly complex (senior-level) emergency management or public safety program coordination work. Works under limited supervision, with moderate latitude for the use of initiative and independent judgment. Employees at this level may:

- Coordinate and/or plan, develop, and evaluate emergency management, public safety, or homeland security programs.
- Coordinate and/or develop performance reports and implement changes.
- Monitor the outcomes of emergency management or public safety program initiatives and report on effectiveness and/or recommendations for improvement.
- Analyze operations; and review reports, recommendations, and justifications.

**EMERGENCY MANAGEMENT PROGRAM COORDINATOR IV:** Performs advanced (senior-level) emergency management or public safety program coordination work. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may fully perform highly complex emergency management or public safety program coordination work and may:

- Oversee and/or plan, develop, and evaluate emergency management, public safety, or homeland security programs.
- Oversee consultative services and technical assistance provided to program staff, governmental agencies, community organizations, and/or the public.
- Oversee technical assistance for warnings, alerts, and communications systems and emergency operations.
- Evaluate the outcomes of emergency management or public safety program initiatives and report on effectiveness and/or recommendations for improvement.
- Evaluate operations, reports, recommendations, and justifications.
- Brief officials during an emergency or threat to public safety or property.
- Provide presentations and training to community and professional groups to facilitate interest in emergency management programs.
- Develop policy and procedure manuals and implement rules and regulations for emergency management or public safety programs.

**EMERGENCY MANAGEMENT PROGRAM COORDINATOR V:** Performs highly advanced (senior-level) emergency management or public safety program coordination work. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment. Employees at this level may independently perform the most complex emergency management or public safety program coordination work and may:

- Direct and/or plan, develop, and evaluate emergency management, public safety, or homeland security programs.
- Direct and/or develop performance reports and implement changes.
- Direct consultative services and technical assistance provided to program staff, governmental agencies, community organizations, and/or the public.
- Direct technical assistance for warnings, alerts, and communications systems and emergency operations.
- Direct responses to requests for emergency assistance and resources.
- Oversee service delivery system methods, outputs, and activities to identify gaps in resources and implement improvements.
- Oversee and/or provide presentations and training to community and professional groups to facilitate interest in emergency management programs.
- Evaluate incident information, threat warnings, homeland security reports, weather information, bulletins, and other communications.
- Evaluate surveys or reviews to determine compliance with requirements, laws, regulations, policies, and procedures related to emergency management and public safety.
- Evaluate incident trends and findings related to emergency management and public safety projects under development.

## **GENERAL QUALIFICATION GUIDELINES**

### **EXPERIENCE AND EDUCATION**

Experience in emergency management or public safety work. Graduation from an accredited four-year college or university with major coursework in management, planning, public administration, emergency management, or a related field is generally preferred. Experience and education may be substituted for one another.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

#### **For all levels**

- Knowledge of local, state, and federal laws related to public safety and emergency management; and of program planning, implementation, and monitoring.
- Skill in the use of a computer and applicable software.
- Ability to gather, assemble, correlate, and analyze facts; to devise solutions to problems; and to communicate effectively.

#### **Additional for Emergency Management Program Coordinator III level**

- Ability to prepare reports.

#### **Additional for Emergency Management Program Coordinator IV – V levels**

- Ability to evaluate reports, to develop and implement policies and procedures, and to supervise the work of others.

### **REGISTRATION, CERTIFICATION, OR LICENSURE**

May require registration, certification, or licensure in a specialty area.