

ASSISTANT EMERGENCY RESPONSE COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS:

This is a technical and administrative position involving responsibility for the day to day administration and operation of the County's Natural Disaster and Civil Defense programs and for assisting in or directing operations in the event of a natural disaster or attack emergency. The work may also involve the above on a day-to-day basis in the event of local flooding, severe snow or extraordinary emergencies. In addition, this position provides administrative support to the Emergency Response Coordinator and acts in place of the Emergency Response Coordinator in his absence. Work is performed under the general direction of the Emergency Response Coordinator with leeway permitted for the exercise of independent judgment in planning programs and developing procedures. Direct supervision is exercised over a small number of staff as well as volunteers participating in the programs or activities.

TYPICAL WORK ACTIVITIES:

1. Plans programs related to the county's civil defense responsibilities as required by law and the State Civil Defense Commission;
2. Assists in the recruitment, organization, training and equipping of volunteers in the various phases of civil defense activities;
3. Assists in analyzing the need for and assists in the procurement of facilities, equipment and services required for the carrying out of a comprehensive program;
4. Utilizes, in accordance with the Defense Emergency Act, the services, resources, materials and facilities of local governmental agencies and officers, and assigns primary civil defense responsibilities;
5. Reviews and revises the County Emergency Operations Plan;
6. Oversees a County-owned radio communications system by developing a system of installation, maintenance, repairs and inventory of county owned equipment and reviewing and implementing Federal Communications Commission rules and regulations;
7. In times of disaster, coordinates appropriate Federal and State agencies, local manpower and facilities;
8. Promotes and explains department's activities through speeches and presentations before business, industry, civic and community organizations;
9. Oversees and may participate in preparation of necessary reports and documentation in order to obtain federal financial assistance under appropriate programs;
10. Maintains accountability for county, state and federal property within the Emergency Response Center and throughout the county;
11. Does related work as required.

ASSISTANT EMERGENCY RESPONSE COORDINATOR (Cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Thorough knowledge of federal, state and county legal requirements for disaster preparedness, civil defense and emergency response; thorough knowledge of local geography, physical resources and community and governmental organizations; good knowledge of disaster/emergency response planning and techniques; ability to organize and motivate others, particularly volunteers; ability to respond effectively in emergency situations; ability to control and coordinate diverse operations under adverse conditions; initiative; resourcefulness; good judgement; tact; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: (RECOMMENDED)

Graduation from high school and four years of work experience in an administrative or technical capacity which required the establishment and execution of basic policy. Work directly involved with community disaster, emergency services, or civil defense is preferred.

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ADOPTED: 01/01/94 (Director of Civil Defense)