



## **JOB ANNOUNCEMENT**

### **POSITION TITLE AND DEPARTMENT/DIVISION:**

Emergency Management Coordinator with the Department of Public Safety

### **POSITION LOCATION:**

The Emergency Management Coordinator position is based in Saint Paul Island, Alaska.

### **POSITION CLASSIFICATION AND HOURS:**

Exempt, Contractual, Full-Time, Hours May Vary.

### **JOB SUMMARY:**

The Emergency Management Coordinator plans emergency response programs and coordinate different activities to prepare, respond to and recovery from for disasters. This includes making sure the community's needs are met, collaborating with social institutions to provide shelter and resources in the event of an emergency, and ensuring that people on the ground are trained in how to best respond to a crisis.

This position works under the direct supervision of the Director of Public Safety and takes functional direction from City Manager. This is considered a mid-level position where work is performed according to established policies, procedures, and/or protocols with little variance from those procedures.

The position involves frequent contact with Division, Department, and City employees and the general public. This position must present a professional look and wear Department issued uniform.

### **ESSENTIAL JOB FUNCTIONS:**

1. Lead, oversee and coordinate emergency service activities including developing, implementing, and maintaining the City's emergency preparedness and disaster relief programs
2. Advises City administration during critical events, crises, and disasters.
3. Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing emergency preparedness services; implement policies and procedures.
4. Monitor program performance; recommend and implement modifications to systems and procedures.
5. Develop and conduct emergency management training sessions with other City departments and outside agencies.
6. Develop relations with outside organizations including local, state and federal, Red Cross, Pribilof School District, and utility companies; maintain close working relationships to ensure rapid and coherent response in emergency situations.
7. Oversee and direct a variety of emergency related community education programs including disaster preparedness programs.
8. Coordinate, research, locate and administer a variety of grants including Federal Emergency Management Administration (FEMA) and Alaska Division of Homeland Security and Emergency Management (ADHSEM) grants.
9. Prepare and present reports to City Administration and Council; make public presentations as necessary.
10. Develop emergency management policy recommendations and capital acquisitions for consideration.
11. Respond to and coordinate significant emergency situations; provide emergency planning consulting services to various City departments, local businesses and other agencies.
12. Develop and oversee the City's emergency operations center; evaluate regular and emergency communication systems; make recommendations as appropriate.



13. Promote and coordinate specific activities within the emergency services program; prepare program event and facility marketing materials including news releases, flyers, schedules of events, pamphlets and brochures.
14. Organize, schedule and implement emergency preparedness activities and other related programs.
15. Maintain records and develop reports concerning new or ongoing programs and program effectiveness; maintain records for disaster relief programs; maintain and file emergency preparedness reports; prepare statistical reports as required.
16. Monitor program compliance with laws, rules and regulations related to provision of emergency preparedness and related services.
17. Participate in the preparation and administration of assigned budget; submit budget recommendations; monitor expenditures.
18. Develop survey instruments; conduct surveys of program participants to determine participant needs; interpret and record survey results; implement program changes in response to results.
19. Maintain awareness of new developments in the field of emergency preparedness and disaster relief; incorporate new developments as appropriate into programs.
20. Develops and implements plans for the use of facilities, equipment, manpower and other resources, including governmental and private services necessary for protection of the health, safety, and welfare of the public in a disaster, and maintains a comprehensive emergency response plan.
21. Prepare and revise the community Emergency Operations Plan (EOP); and mitigation, recovery, and preparedness plans.
22. Serve as a member of the City's Incident Command team.
23. Develops and coordinates mutual aid agreements with other agencies.
24. Assist with developing and managing annual budget for emergency management programs.
25. Organizes and coordinates local emergency management training for public safety and volunteer first responders.
26. Prepares scenarios and procedures and coordinates training for local government officials, industry, utilities, and volunteers in conjunction with the exercising of emergency plans.
27. Working with the Red Cross, ensure that adequate facilities are available to shelter citizens should the need arise.
28. Manages the operations of the Saint Paul Island Local Emergency Planning Committee (LEPC) and answers citizen inquiries concerning hazardous materials.
29. Answers inquiries from citizens concerning emergency plans and procedures.
30. In coordination with the Director of Public Safety and Fire Chief, recruit, train, and maintain readiness of volunteer firefighters and search and rescue (SAR) personnel.
31. Serves as an all-hazards responder.
32. Develop, maintain and review annually emergency management Standard Operating Guidelines.
33. Performs other duties assigned by the Director of Public Safety and/or City Manager.

**REQUIRED QUALIFICATIONS:**

1. Must have a high school diploma or GED.
2. Must be at least twenty-one (21) years of age.
3. Must hold a valid Alaska driver's license or have the ability to acquire one within 30 days of hire. Must have a clean driving record.
4. Two to four years of experience coordinating emergency planning, public policy, program planning, public health or resource distribution or military medical experience in planning for or providing contingency medical services.
5. Must be able to communicate effectively, orally and in writing.
6. Knowledge of or ability to learn relevant codes and safety regulations.
7. Ability to perform simple mathematical calculations.
8. Ability to interpret and comprehend manuals, memos, instructions, regulations, safety warnings, logs, charts and other documents in handwritten and typed form. Interpret and comprehend equipment readings.
9. Knowledge of principles and practices of data collection and analysis.

10. English usage, spelling, grammar, and punctuation.
11. Ability to understand and interpret technical information.
12. Possess intermediate level or higher computer skills.
13. Possess a current Emergency Trauma Technician (ETT) certification, or have the ability to obtain within one (1) year of hire.
14. Possess BLS/CPR certification.
15. Possess FEMA ICS 100, 200, 700, 800 certificates.
16. Possess FEMA ICS 300, or have the ability to obtain within one (1) year of hire.
17. Must submit to a criminal and financial background check and be free of any disqualifying convictions or activities.
18. Must abide by the City of Saint Paul's alcohol and drug free workplace policies and submit to a pre-employment drug and alcohol test.
19. Must abide by the City Employee COVID-19 Vaccination Policy, by being fully vaccinated for COVID-19 prior to employment with the City.
20. Other certificates, licenses, and registrations deemed appropriate or required for the various Emergency Management functions.
21. Other combinations of education and experience which could provide the knowledge, skills and abilities listed will be evaluated on an individual basis.

**PREFERED QUALIFICATIONS:**

1. Bachelor's Degree in Emergency Management or related field.
2. Emergency management trainings.

**SALARY AND BENEFITS:**

The salary for this position ranges from \$64,126.40 to \$96,200.00 per year, depending on education, experience, and skills. Full benefits including enrollment in the Alaska Public Employees Retirement System and Supplemental Benefits System, medical insurance, annual leave, sick leave, partially subsidized housing, moving expense assistance and other benefits as may be negotiated with the City Manager and standard City of Saint Paul benefits per City ordinance.

**RELOCATION AND HOUSING:**

A relocation allowance will be provided. Airfare to Saint Paul Island will be provided. Housing accommodations will be made available. Rent is \$750.00 per month plus utilities (electric, water, sewer, refuse, home heating fuel and taxes).

**DEADLINE:**

This position is open until filled. Apply at the City of Saint Paul during normal business hours by completing a resume and Application for Employment or by requesting and completing a resume and Application for Employment electronically. Applicants with incomplete applications will not be considered for the position. For an Application for Employment, Job Description, or more information contact Monique Baker, City Clerk at [mbaker@stpaulak.com](mailto:mbaker@stpaulak.com) or at [www.stpaulak.com](http://www.stpaulak.com).

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