

PROGRAM COORDINATOR, EMERGENCY PREPAREDNESS

DISTINGUISHING FEATURES OF THE CLASS: This is planning, coordinating and data input work which involves identifying potential hazards in a municipality and its environs; inputting data; developing emergency preparedness plans, policies and procedures; and working with citizens and governmental officials to finalize, test, and implement the plans, policies and procedures. General supervision is received from the Mayor, Supervisor or a designee. Does related work as required.

TYPICAL WORK ACTIVITIES:

Conducts vulnerability analyses using computer software such as the one developed by the New York State Emergency Management Office;

Visits neighborhoods, commercial establishments, etc. in the municipality and its environs to identify potential hazards such as the possibility of a propane spill, improper storage of chemicals, etc.;

Interacts with inspectors and enforcement personnel regarding storage and movement of hazardous materials;

Reviews incident histories (e.g. the fire reports for the past five years, to identify actions that might be taken to prevent recurrences);

Inputs data obtained from field visits, histories, etc. into the computer system;

Meets with police, fire, building department, public works personnel, etc. to apprise them of hazards that were identified and ranked;

Proposes solutions to identified conditions (e.g. tougher building codes, more frequent inspections);

Drafts plans, policy, and procedures to prepare for, assess, respond to, mitigate and recover from identified hazards;

Meets with private and public officials, citizens, etc. for their input and finalizes plans, policies and procedures;

Presents finalized plans, policies and procedures to the Board of Trustees for its approval;

Works with personnel to implement and follow up on the approved plans, policies and procedures;

Prepares oral and/or written reports as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of local geography and community and governmental organizations; good knowledge of techniques and methods required to control and mobilize resources in emergency situations; ability to operate and input data into a computer; ability to understand the capabilities of the software to be used; ability to establish and maintain cooperative relationships with public officials, the general public, and professional and technical personnel; ability to communicate effectively both orally and in writing; ability to gather and evaluate data.

MINIMUM QUALIFICATIONS:

1. A Bachelor's degree or higher and two (2) years of administrative* experience, which included or was supplemented by either one (1) year of verified experience as a participating active member** of a paid or volunteer fire, emergency or civil defense service organization; or one (1) year of experience formulating and/or overseeing the implementation of plans, policies or procedures relative to emergency preparedness, emergency management, emergency evacuation, hazardous materials preparedness or management, or related; or

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2. An Associate's degree and four (4) years of administrative experience, which included or was supplemented by either one (1) year of verified experience as a participating active member of a paid or volunteer fire, emergency or civil defense service organization, or one (1) year of experience formulating and/or overseeing the implementation of plans, policies or procedures relative to emergency preparedness, emergency management, emergency evacuation, hazardous materials preparedness or management or related.

*Administrative experience shall include two or more of the following responsibilities: planning, resource allocation, policy formulation, program evaluation, budgeting and coordinating activities among work units or between agencies. Administration is distinguished from supervision in that it entails the direction and coordination of physical and financial resources in addition to the direction and coordination of people. Administration is concerned with relationships and issues that extend beyond a particular individual or work unit.

**Verified experience as a participating active member means written proof from the service organization that the candidate meets the organization's definition of active (non-social) membership.