

**Emergency Management Program Coordinator III**

Salary Group: B21

Class Code: 6242

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
EMERGENCY MANAGEMENT PROGRAM COORDINATOR I	6240	B17	\$36,976 - \$58,399
EMERGENCY MANAGEMENT PROGRAM COORDINATOR II	6241	B19	\$42,244 - \$68,960
EMERGENCY MANAGEMENT PROGRAM COORDINATOR III	6242	B21	\$48,278 - \$78,953
EMERGENCY MANAGEMENT PROGRAM COORDINATOR IV	6243	B23	\$55,184 - \$90,393
EMERGENCY MANAGEMENT PROGRAM COORDINATOR V	6244	B25	\$63,104 - \$103,491

GENERAL DESCRIPTION

Performs highly complex (senior-level) emergency management or public safety program coordination work. Work involves 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. May provide guidance to others. Works under limited supervision, with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Coordinates and/or plans, develops, and evaluates emergency management, public safety, or homeland security programs.

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.

Coordinates service delivery system methods, outputs, and activities to identify gaps in resources; and recommends improvements.

Coordinates and/or develops performance reports and the implementation of changes.

Monitors the outcomes of emergency management or public safety program initiatives; and reports on effectiveness and/or recommendations for improvement.

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

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

Researches incident trends and findings relative to emergency management and public safety projects under development.

Analyzes operations; and reviews reports, recommendations, and justifications.

May provide presentations and training to community and professional groups to coordinate, improve, and facilitate interest in emergency management programs.

May develop policy and procedure manuals.

May develop, coordinate, or participate in local, state, and federal emergency exercises.

Performs related work as assigned.

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

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; to prepare reports; and to communicate effectively.

REGISTRATION, CERTIFICATION, OR LICENSURE

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